

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

**MEETING HELD ON THURSDAY 22 JULY 2004 AT  
THE HUMBERSIDE FIRE AND RESCUE SERVICE TRAINING CENTRE, HULL**

**Present: HUMBERSIDE FIRE AND RESCUE AUTHORITY**

Councillor D G Barkworth  
Councillor C Randall  
Mr F Duffield  
Mr P Wheldale  
Mr K Marshall

**NORTH YORKSHIRE FIRE AND RESCUE AUTHORITY**

Councillor G Rennie  
Councillor J Morley (for agenda items 7a – 12, Min. Nos. 28 – 33 refer)  
Mr N Hutchinson  
Mr E Clark

**SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY**

Councillor J Mounsey (as substitute for Councillor Andrews)  
Councillor J Bird  
Councillor P Scriven  
Mr M Smitherman  
Mr D Cutting

**WEST YORKSHIRE FIRE AUTHORITY**

Councillor T McElroy  
Councillor D Travis  
Councillor P M Harrand (for agenda item nos. 7a – 12, Min. Nos. 28 – 33 refer)  
Councillor G P Kirkland  
Mr P Toase  
Mr K Arbuthnot  
Mr D Monks

Secretariat: Mr M G Barnes  
Mrs N Houseman

Members stood in silent tribute to the two firefighters who had recently lost their lives in the course of their duties at Bethnal Green.

**23 APOLOGIES FOR ABSENCE**

Councillor J Andrews – South Yorkshire Fire and Rescue Authority

**24 MINUTES OF THE LAST MEETING**

**RESOLVED**

That the Minutes of the Board at a meeting held on 21 May 2004 be signed by the Chair as a correct record.

**25 URGENT ITEMS**

An additional item had been circulated at the meeting (chapter 2 – National Framework Document – Working Together : The regional approach) for Members’ information.

**26 ADMISSION OF THE PUBLIC**

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

**26 DECLARATIONS OF INTEREST**

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

**27 CONSTITUTIONAL ARRANGEMENTS – AMENDMENT TO STANDING ORDERS**

The Secretary submitted a report which proposed an amendment to Standing Orders with regard to the date of the Annual Meeting.

**RESOLVED**

- (i) That the Procedural Standing Orders, Schedule 4 Part 1 (A) 1 (1) be amended as follows;

“There shall be an Annual Meeting of the Regional Management Board held on such a date in July of each year as the RMB may fix”, and

- (ii) That (i) above be effective from 1 January 2005.

**28 STRATEGIC FUNCTIONS – UPDATE**

Members discussed the advantages and disadvantages associated with the appointment of “champions” for each of the strategic functions and the way in which this approach might be progressed and implemented.

**RESOLVED**

- (i) That the Terms of Reference for each strategic function be submitted to the next meeting of the Board with a view to Members agreeing the way forward with regard to the appointment of “champions”;
- (ii) That a facilitated workshop be organised for Members to debate the role of the Regional Management Board and to agree a corporate vision and / or mission statement;
- (iii) That written reports on each strategic function be submitted to every future meeting of the Board; and
- (iv) That all future reports submitted to the Yorkshire and Humberside Fire Authorities’ Regional Management Board include information on financial implications.

**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 progress;

- Approval for the appointment of a Yorkshire and Humberside Regional Planner
- The formation of a Resilience Sub-Group (Draft Terms of Reference for which had been attached for approval at Appendix A to the report now submitted)
- Progress of the Regional Resilience Forum
- Mass Decontamination – discussions between police and fire interest to explore whether the fire service could effectively assume responsibility for decontamination of police officers in the same way as members of the public
- Risk assessment work to establish the optimum locations for Urban Search and Rescue (USAR) units. A bid had been made for a regional USAR resource (currently Tyne and Wear)
- New Dimension : Fire and Rescue Service (Interim) National Fire and Rescue Co-ordination Centre – West Yorkshire Fire and Rescue Service took up duties on 10 March 2004.
- High Volume Pumping – likelihood of units being placed within the region and risk assessment work for optimum location currently underway
- Training – table-top exercise planned for Autumn 2004
- Civil Contingencies Bill – now with the House of Lords and Royal Assent expected in November 2004. Government intention to transfer the ring-fenced civil defence grant into the mainstream Revenue Support Grant

#### **RESOLVED**

- (i) That the report be noted; and
- (ii) That the Terms of Reference of the Officers' Resilience Sub-Group be approved.

#### **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.

Following submission to the Office of the Deputy Prime Minister of proposals for work to be covered within this remit, Members were advised that the following areas were to be progressed with a representative group;

- Information Technology (Humberside lead)
- Fire Investigation (West Yorkshire lead) and Fire Safety (South Yorkshire lead)
- Technical Support - Procedures (West Yorkshire lead)
- Technical Support – Hydrants (Humberside lead)
- Payroll and Pensions ( West Yorkshire lead)

It was reported that Terms of Reference for each sub-group would be submitted to the RMB for approval.

A paper detailing progress with Information Technology was attached as an appendix to the report together with draft Terms of Reference for the IT sub-group.

#### **RESOLVED**

- (i) That the report be noted;

- (ii) That the Terms of Reference of the Common Services (Information Technology) Sub-Group be approved; and
- (iii) That the Terms of Reference for the individual Sub-Groups be submitted to the next meeting of the Board for approval.

### **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.

Some significant changes had been made to the project since the 21 May meeting of the RMB and clarification on some issues had been given at the LGA / ODPM Seminar on 21 June 2004. The ODPM would be seeking guarantees of co-operation in the delivery of the project from the RMB.

Advice had been received on the following;

- Finance – formation of a national working group. Under current timescales the Fire Authorities in the first tranche of RCC implementation would be required to plan for leasing costs in the financial year 2006 / 07
- RCC Management – ODPM preferred option was via local authority companies established by and answerable to the RMB
- Site selection – 17 private developers had completed the pre-qualification questionnaire for site in the Yorkshire and Humberside region from which 8 proposals were shortlisted, 3 of which would be invited to tender in August 2004.
- Premises – a national standard design with 35 operator positions
- Technology – contract for all RCC's due to be awarded in the first half of 2005
- Staff – national guidance required before further progress could be made. Informal discussions on the project and exchange of information with the Fire Brigades Union had taken place in West Yorkshire and would be undertaken by the remaining constituent authorities.

### **RESOLVED**

- (i) That the report be noted; and
- (ii) That approval be given to the attendance of Ian McDougall, representative of the FiReControl project Business Change Team at the Office of the Deputy Prime Minister, at meetings of the Officer Project Board.

### **Procurement**

Members were advised that there were no new issues to report as progress had been halted pending the development of a national strategy (due late summer)

## **Training**

Members were advised that there were no new issues to report.

## **Personnel and HR Management**

The Director of Human Resources at West Yorkshire Fire and Rescue Service submitted a report which sought approval of the regional Human Resource (HR) strategy.

Members were advised that it was a requirement of the Fire and Rescue National Framework document (chapter five) that Regional Management Boards produce a regional HR strategy. A draft strategy for the Yorkshire and Humberside region was attached as an annex to the report now submitted which set out the focus and direction of future regional HR management. It was reported that no agreement had been reached on the document with the Fire Brigades Union.

### **RESOLVED**

That the regional Human Resource Strategy be approved.

## **29 REGIONAL CONTROL ROOM – MANAGEMENT ARRANGEMENTS**

Consideration was given to a report of the Secretary in conjunction with Mr Cutting of South Yorkshire Fire and Rescue Service which advised Members of the issues and options concerning the future management arrangements for the operation of the regional control centre.

It was reported that it had become apparent that the preference of the Office of the Deputy Prime Minister would be that a “limited company” model be adopted nationwide. This preference, above that of “lead authority” model, had already been questioned by the Local Government Association.

The paper now under consideration presented options and issues for both the “limited company” and “lead authority” models.

### **RESOLVED**

- (i) That the report be noted.;
- (ii) That both the Chairman and Secretary of the Board be given authority to present the Yorkshire and Humberside Fire Authorities’ Regional Management Board’s proposal for flexibility of choice between the two management models; and
- (iii) That the Regional Control Room management arrangements issue be brought back to the next meeting of the Board for further discussion.

## **30 FIRECONTROL PROJECT**

Members considered a letter from the Office of the Deputy Prime Minister which requested that arrangements be put in place for representatives of the ODPM team to attend a meeting of the Board to give a detailed presentation and facilitate a discussion on key issues involved in the FiReControl regional control room project.

## **RESOLVED**

That the Secretary continue to liaise with ODPM with a view to agreeing a date for a FiReControl regional control room project presentation.

### **31 PROJECT MANAGEMENT – APPOINTMENT OF PROGRAMME MANAGER**

Members considered a report which sought approval for the appointment of a Programme Manager to provide project management expertise in the support of the six strategic functions workstreams.

It was reported that South Yorkshire Fire and Rescue Service were in the process of establishing a Programme Unit which could meet the Programme Management requirements of the Regional Management Board at a maximum cost of £40,000 p.a. (based on 3 days per week). The cost would be recharged on an equal basis across the constituent fire authorities.

## **RESOLVED**

- (i) That approval be given in principle to the appointment of a Programme Manager on a 3-day contractual period to lead and manage the delivery of the six support workstreams ; and
- (ii) That a report advising of progress with arrangements for the appointment of a Programme Manager at an annual cost not exceeding £40,000 and of arrangements for financing the appointment be submitted to the next meeting of the Board.

### **32 ROLE OF BUSINESS CHANGE MANAGER – GOVERNMENT OFFICE OF YORKSHIRE AND THE HUMBER – FIRE AND RESCUE SERVICE MODERNISATION**

Consideration was given to a report of the Government Office which advised of the role of the Business Change Manager in the region and of the interaction, support and advice they were expected to provide.

## **RESOLVED**

- (i) That the report be noted; and
- (ii) That a letter be forwarded to the Office of the Deputy Prime Minister expressing the view of the Board that it did not consider it appropriate that the Business Change Manager be given a (non-voting) place on the Regional FiReControl Project Board in view of the approved involvement of Ian McDougall (ODPM).

### **33 APPOINTMENT OF TREASURER**

Members considered a report of the Secretary which sought approval for the appointment of a Treasurer to the Board.

## **RESOLVED**

- (i) That Mr Michael Price, Treasurer to the Humberside Fire Authority, be appointed Treasurer to the Yorkshire and Humberside Fire Authorities' Regional Management Board; and

- (ii) That the appointment at (i) above be honorary in nature and that no charge be made by Humberside Fire Authority for the services of Mr Price.

Chair