

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

**MEETING HELD ON THURSDAY 6 APRIL 2006 AT
NORTH YORKSHIRE FIRE AND RESCUE SERVICE TRAINING CENTRE,
EASINGWOLD**

Present: **HUMBERSIDE FIRE AND RESCUE AUTHORITY**

Councillor C Randall
Councillor N Sherwood

NORTH YORKSHIRE FIRE AND RESCUE AUTHORITY

Councillor E Broadbent
Councillor J Morley

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

Councillor J Bird

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

Councillor G Beever
Councillor P M Harrand
Councillor R Light

Secretariat: Mr M G Barnes
Mrs N Houseman

Treasurer : Mr M Price

In attendance :	Mr F Duffield	Humberside
	Mr K Marshall	Humberside
	Mr N Hutchinson	North Yorkshire
	Mr A Trowsdale	North Yorkshire
	Mr M Smitherman	South Yorkshire
	Mr M Davis	South Yorkshire
	Mr K Arbuthnot	West Yorkshire
	Mr I Gilchrist	West Yorkshire
	Ms H Brown	West Yorkshire
	Ms U Harrison	Govt. Office for Yorkshire and the Humber

48 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Andrews and Scriven (South Yorkshire) and from Councillor Khan (West Yorkshire).

49 MINUTES OF THE LAST MEETING

RESOLVED

That the Minutes of the Board at a meeting held on 12 January 2006 be signed by the Chair as a correct record;

50 URGENT ITEMS

None

51 ADMISSION OF THE PUBLIC

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

52 DECLARATIONS OF INTEREST

Councillor Light declared a non-prejudicial interest in agenda item 12, Procurement (Min no. 59 refers).

53 REGIONAL MANAGEMENT BOARD – PROGRESS REPORT - OVERVIEW

Consideration was given to a report of the Secretary which advised of progress made within the region against the six nationally set objectives for the Regional Management Board as identified in the National Framework Document.

Members were advised that all the regional projects had either been achieved or remained on target to be achieved.

RESOLVED

- (i) That the report be noted; and
- (ii) That future overview reports advise of the relevant dates when targets are achieved together with the facility to make comparison against the immediately preceding monitoring report.

54 PROGRAMME MANAGEMENT

The Chief Fire Officer / Chief Executive (North Yorkshire) submitted a report which proposed an approach to Programme Management of the six key areas under the responsibility of the Regional Management Board (RMB).

Members were advised that the issue had been raised by the Board on previous occasions but that it was now opportune to review the present arrangements for Programme Management as a consequence of the latest draft National Framework document.

It was proposed that the current Officer Programme Management Group would be replaced by a Programme Management Board (PMB) comprising four elected members, the four Chief Fire Officers, Secretary and Treasurer to the Board.

The PMB would;

- consider draft RMB reports
- monitor progress in the six strategic areas and direct remedial action
- review performance of the RMB and propose a Business Plan

RESOLVED

- (i) That a Programme Management Board be established comprising four elected members (one from each Fire and Rescue Authority to include the RMB Chair and Vice Chair as representatives of their respective Authority), the four Chief Fire Officers and the RMB Secretary and Treasurer; and
- (ii) That a Programme Management framework be adopted as outlined in the report now submitted.

55 PROGRAMME MANAGEMENT – RESOURCING

Consideration was given to a report of the Chief Fire Officer / Chief Executive (North Yorkshire) which sought approval of arrangements for the resourcing of Programme Management activity and the work involved in planning and co-ordinating the entire RMB programme.

It was proposed that a contract be let, by competitive quotation, to deliver the preliminary work detailed below;

- gap analysis
- production of a Programme Definition document
- establishment of a timetable
- recommendations relating to the appointment of a Programme Manager; and
- initiation of action pending transfer of responsibility to a Programme Manager and/or individual Project Teams as appropriate.

Members were advised that the costs, not exceeding £40,000, would be apportioned in accordance with the terms of the RMB's Constitution.

RESOLVED

- (i) That approval be given to the letting of a contract, by competitive quotation, to deliver the products outlined in paragraph 2.4 of the report now submitted at a cost not exceeding £40,000;
- (ii) That costs be apportioned in accordance with the RMB Constitution;
- (iii) That such contracting of service as detailed in paragraph 5.1(a) to the report now submitted be facilitated and actioned by North Yorkshire Fire and Rescue Authority;
- (iv) That, should no suitable contractor express an interest, the matter be referred back to the RMB for further consideration; and
- (v) That, in an attempt to increase awareness of Regional Management Board (RMB) issues amongst the general membership of the constituent Fire and Rescue Authorities, a letter be sent to the Chairs to encourage inclusion of the RMB Minutes on their own Authority agendas and advising of the introduction of a quarterly bulletin to be circulated all Members.

STRATEGIC FUNCTIONS – UPDATE

56 Resilience

The Deputy Chief Fire Officer (West Yorkshire) submitted a report which provided an update on the issue of regional resilience and specifically on the following areas;

- Hazardous Materials and Unidentified Substance Incidents (Hazmat)
- Urban Search and Rescue (USAR) – training currently being planned
- High Volume Pumping
- Command and Control – update on current position (not a regional issue)

RESOLVED

- (i) That the report be noted;
- (ii) That, following the retirement of Mr Kevin Arbuthnot (Deputy Chief Fire Officer – West Yorkshire), the lead responsibility for Resilience be passed to Mr Mark Smitherman (Chief Fire Officer – South Yorkshire); and
- (iii) That , pursuant to (ii) above, responsibility for taking the chair of the regional Operations Committee be passed to Humberside

57 Specialist (Common) Services

Consideration was given to a report of the Deputy Chief Officer of Humberside Fire and Rescue Service advising of the progress made by the Common Services Sub Group in the following areas;

- Information technology
- Fire Safety – progress on common approach to Regulatory Reform Order (due October 2006)
- Community Safety (covering education, youth engagement, road safety, unwanted fire signals, home safety, arson reduction and hoax calls) – establishment of sub-groups for each area
- Fire Investigation

Members were advised that work would also be undertaken prior to the next meeting of the RMB which may identify further additional functions to be covered by the Common Services sub-group.

It was further reported that investigations were being made into the possible submission of a regional bid under the auspices of capacity building, governance and community leadership.

Members expressed concern that the issue of the benefits of sprinkler installation remain at the front line of Fire Safety and that buildings with multiple tenants (and not formally a House in Multiple Occupation (HMO) be targeted in terms of fire safety.

RESOLVED

- (i) That the report be noted; and
- (ii) That approval be given for additional research work into incident command and performance management;
- (iii) That work be undertaken with regard to the possible submission of regional funding bids; and
- (iv) That the outcomes of (ii) and (iii) above be reported back to a future meeting of the Board.

58 Regional Control Rooms

The Chief Fire Officer and Chief Executive of the West Yorkshire Fire and Rescue Service submitted a report which advised Members of the status of the FireControl and associated FireLink project.

Members were advised specifically of the progress made in the following areas;

- Human Resources – ongoing discussions regarding TUPE / source of funding for any redundancy costs, organisation design, planning for training
- Finance – key areas remain unresolved eg. allocation of savings, governance, pensions, staff transfers. Understand no additional cost to fall upon the constituent Authorities.
- Legal issues – questions remain regarding procurement (EU procurement legislation), staff transfer, pensions, constitution, appointment of Directors, Company Act 2004 requirements, legal agreements

It was further reported that a draft Concept of Operations document had been developed jointly by the Office of the Deputy Prime Minister and CFOA which set out a strategic operational framework for the Regional Control Centres (RCC) – this would be maintained and updated by the national FireControl team and had been designed to provide clarity with regard to;

- RCC relationship to statutory and policy framework
- Links with other modernisation and resilience programmes
- Sources of information concerning business needs, processes etc

Contractual arrangements had been put in place with O2 for FireLink though it was vital that regional delivery structures for RCC were established prior to the management of the roll-out of FireLink. It was reported that the first appointment had been made to the Yorkshire and Humberside RCC (due for completion 2009 / 10) – that of Regional Project Delivery Manager, and this position would be filled by Ms Ursula Harrison.

It was envisaged that the regional FireControl and FireLink project would be managed and delivered through a strategy and delivery team approach consisting of the nominated RMB Member champions and Principal Officer leads from each constituent authority.

Extreme disquiet was expressed by Members with regard to the continued lack of clarity on financial implications and particularly with regard to the following;

- the lack of a business case
- lack of clarity with regard to costs and savings pursuant upon the introduction of a Regional Control Centre
- lack of information as to how the Centres might be funded given the capped budgets of local authorities
- lack of detail with regard to the funding of TUPE arrangements and also rules relating to procurement

RESOLVED

- i) That the report be noted;
- ii) That a letter be forwarded to the Local Government Fire Services Management Committee (copied to the Minister responsible) supporting the Local Government Association lobby for clarity on the local government financing arrangements in relation to the establishment of Regional Control Centres;
- iii) That approval be given to the revised regional delivery structure as amended by the inclusion of reference to the Programme Management Board (and consequent deletion of reference to the OPMG) ; and
- iv) That Ms Ursula Harrison be congratulated on her appointment to the position of Regional Project Delivery Manager.

59 Procurement

Members considered a report of the Director of Support Services (South Yorkshire Fire and Rescue Service) which advised of the work being undertaken at national level with regard to Firebuy and the Integrated Clothing Project and with the progress towards the production of a Regional Procurement Strategy and action plan which was being consulted upon with constituent Fire and Rescue Authorities.

RESOLVED

That the report be noted.

60 Training

Consideration was given to a report of the Assistant Chief Officer and Director of Human Resources of North Yorkshire Fire and Rescue Service which updated Members on the Training function in accordance with the requirements of the Draft National Fire and Rescue Framework 2006 – 2008 and specifically on the following issues;

- Draft National Learning and Development Strategy
- Integrated Personnel Development Strategy

RESOLVED

- (i) That the report be noted;

- (ii) That endorsement be given to a regional approach to quality assurance of learning and development and specifically with respect to NVQ processes;
- (iii) That endorsement be given to the development of specific performance indicators in respect of regional training activities ;
- (iv) That endorsement be given to the undertaking of a regional best value style review in respect of training provision and facilities by March 2007;
- (v) That endorsement be given to the inclusion of leadership development within the scope of RMB Strategic Training function project;
- (vi) That endorsement be given to a review of the RMB Programme Management process in order to harmonise with the requirements of the 2006 – 2008 National Framework; and
- (vii) That an interim progress report be submitted to the October 2006 meeting of the RMB in respect of (iv) above.

61 Personnel and HR Management

The Director of Human Resources at West Yorkshire Fire and Rescue Service submitted a report which advised of the progress made with regard to the requirements of the 2006 / 2008 Fire and Rescue Service National Framework Document and a proposed work programme.

It was reported that the approved Regional Human Resources Strategy would be reviewed and presented at the Annual meeting of the RMB in July together with any necessary change to the Equalities Strategy to reflect recent and proposed changes in equalities legislation. It was further proposed to implement a Best Value style review relating to Occupational Health and Safety, medical services and sickness / ill health management.

Work was ongoing with regard to good practice related to possible changes to duty systems and work routine and the integration of Retained Duty System and Wholetime staff.

RESOLVED

- (i) That approval be given to;
 - the revision of the current HR strategy
 - the revision of the current Equalities strategy
 - the setting up a task and finish group to produce a Best Value style report covering:

Occupational Health

Health and Safety

Medical Advice Services

Sickness / Ill Health Management

- the establishment of a practitioners level group to examine issues involved in duty systems and work routines; and
 - the establishment of a group to progress matter appertaining to Retained Duty System staff including the integration of RDS and wholetime staff; and
- (ii) That an interim progress report be submitted to the October 2006 meeting of the RMB in respect of the Best Value style review referred to at (i) above.

62 REGIONAL CONTROL CENTRE – AGREEMENT FOR LEASE

Consideration was given to a report of the South Yorkshire Fire and Rescue Authority's Solicitor which advised of the main provision of the Agreement for Lease and lease in respect of the Regional Control Centre.

Members were advised that, although the Leaseholder would be a regional control company, the company would be wholly controlled by the Yorkshire and Humberside Fire and Rescue Authorities and, it was appropriate, that Members of the RMB had sight of the documents and associated legal advice in addition to the company directors.

RESOLVED

- (i) That the report be noted and referred to the Regional Fire Control Company following its establishment;
- (ii) That the lease be referred to the constituent Fire and Rescue Authorities for noting / comment; and
- (iii) That concerns of the RMB be raised with the Minister with regard to the apparent reverse premium arrangements in the lease (Capital Payments).

63 REGIONAL CONTROL CENTRE – GOVERNANCE ARRANGEMENTS

Members considered a report of the Secretary to the Board which advised of the issue of a formal consultation paper by the Office of the Deputy Prime Minister setting out detailed proposals for the governance of Local Authority companies to deliver and run the new Regional Control Centres.

Legal advice on the proposed arrangements was circulated to Members at the meeting.

RESOLVED

- (i) That the report be referred to the constituent Fire and Rescue Authorities for comment direct to the Office of Deputy Prime Minister;
- (ii) That the responses at (i) above be also referred to a meeting of the Project Management Board for consideration;
- (iii) That the meeting at (ii) above be called in late May, in advance of the deadline for submission of comments (14 June 2006) and that representatives of the Policy Team together with Alun Evans, Director of Fire and Resilience at the ODPM, be invited to attend; and
- (iii) That comments made at the meeting of the Project Management Board at (iii) above be submitted direct to the Office of the Deputy Prime Minister.

64 PROGRAMME OF MEETINGS 2006 / 7

The Secretary to the Board submitted a report which presented a draft programme of meetings for 2006 / 7.

RESOLVED

That the Programme of meetings for 2006 / 2007 be approved as follows;

Thursday, 27 July 2006 (AGM)	11 a.m.	Humberside (AGM)
Thursday, 19 October 2006	11 a.m.	West Yorkshire
Thursday, 11 January 2007	11 a.m.	South Yorkshire
Thursday, 29 March 2007	11 a.m.	North Yorkshire

65 DATE OF NEXT MEETING

RESOLVED

That the next meeting of the Yorkshire and Humberside Fire Authorities' Regional Management Board be the Annual Meeting to be held on Thursday 27 July 2006 at Humberside Fire and Rescue Service Headquarters.

Chair

