

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

**MEETING TO BE HELD ON FRIDAY 4 SEPTEMBER 2009 AT 10.30 A.M. IN
THE TRAINING AND CONFERENCE SUITE, BIRKENSHAW**

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS

2. ADMISSION OF THE PUBLIC

The Committee is asked to consider whether, by resolution, to exclude the public from the meeting during the items of business marked with an 'E' reference, because of the possibility of the disclosure of exempt information.

3. URGENT ITEMS

To determine whether there are any additional items of business which, by reason of special circumstances, the Chair believes should be considered at the meeting.

4. DECLARATIONS OF INTEREST

To consider any Declaration of Interest in relation to any item of business on the agenda.

**5. MINUTES OF THE LAST MEETING HELD ON 19 JUNE 2009
(pp 3 - 21)**

(Enclosed)

**6. MINUTES OF THE AUDIT COMMITTEE AT A MEETING HELD
ON 17 JUNE 2009 (pp 22 - 28)**

(Enclosed)

**7. MINUTES OF THE PERSONNEL AND TRAINING COMMITTEE
AT MEETINGS HELD ON 10 JULY 2009 (pp 29 - 31)**

(Enclosed)

8. MINUTES OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 17 JULY 2009 (pp 32 - 37)

(Enclosed)

9. LOCAL GOVERNMENT ASSOCIATION MINUTES (pp 38 - 49)

a) Fire Services Forum - 26 June 2009

b) Safer Communities Board - 13 July 2009

c) Fire Services Management Committee - 20 July 2009

(Enclosed where available)

10. MINUTES OF THE REGIONAL MANAGEMENT BOARD HELD ON 24 JULY 2009 (pp 50 - 56)

(Enclosed)

11. PERFORMANCE MANAGEMENT REPORT (pp 57 – 84)

(Enclosed)

12. COMMITTEE MEMBERSHIPS AND APPOINTMENTS 2009 / 10 (pp 85 - 86)

(Enclosed)

13. INTEGRATED RISKMANAGEMENT PLAN – UPDATE (pp 87 - 96)

(Enclosed)

14. CHARTERMARK ASSESSMENT / CUSTOMER SERVICE EXCELLENCE REPORT (pp)

(To Follow)

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY	AUTHORITY	4 SEPTEMBER 2009	ITEM NO
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REPORT OF: THE DIRECTOR OF CORPORATE RESOURCES

PURPOSE OF REPORT: (i) TO ADVISE OF A CHANGE IN MEMBERSHIP OF THE AUTHORITY; and
(iv) TO APPOINT COUNCILLOR FIRTH TO COMMITTEE(S)

RECOMMENDATION: THAT THE REPORT BE NOTED AND APPOINTMENT(S) TO COMMITTEE(S) BE AGREED

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY: NIL

ACCESS CONTACT OFFICER: NICOLA HOUSEMAN
01274 655740

BACKGROUND PAPERS OPEN TO INSPECTION:

Summary

Formal notification has been received from Kirklees MDC regarding a change in membership of the Fire Authority with effect from 23 June 2009. This report deals with his appointment to Authority committees.

1 **BACKGROUND**

- 1.1 Kirklees MDC notified the Authority of the replacement of Councillor Light (Conservative Member) on the Fire Authority with effect from midnight on 23 June 2009 as follows.

Councillor Donald Firth (Conservative Member)

2 **COMMITTEE APPOINTMENTS**

- 2.1 As a result of Councillor Firth's appointment to the Authority, notification has been received of the following proposed changes to the Conservative group representation on the Authority's committees ;

Personnel and Training Committee

Councillor Firth to replace Councillor Castle as substantive member

Finance and Resources Committee

Councillor Firth to be nominated as third substitute.

Audit Committee

Councillor Harrand to be nominated as second substitute

WYFRA	Full Authority	4 September 2009	ITEM No.
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REPORT OF: DIRECTOR OF OPERATIONS

PURPOSE OF REPORT: IRMP 2009/2012 PROGRESS UPDATE ON THE FIVE REVIEW STREAMS

RECOMMENDATIONS: THAT THE FIRE AUTHORITY NOTE THE CONTENTS OF THE REPORT

THAT THE AUTHORITY ENDORSE THE PROGRESS MADE

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY:

ACCESS CONTACT OFFICER: AM Cummins (IRMP)

BACKGROUND PAPERS WYFRS IRMP 6 (2009-2012)
FRS 1/2009
IRMP RISK ASSESSMENT PROPOSAL
IRMP SPECIALS/ CRR MATRIX

OPEN TO INSPECTION:

SUMMARY:

This report provides an update upon the progress made in the five strategic reviews currently being undertaken as part of the 2009-2012 IRMP.

All five review streams have made significant progress and a number of proposals have been made for the future strategic management of resources.

The implementation of several recommendations will be dependent upon the prior implementation of a new whole-time duty system and the associated release of resources from this system.

1.0 BACKGROUND

- 1.1 The five strategic reviews instigated as part of the IRMP 2009-2012 have delivered a number of firm recommendations for consideration at a strategic level.
- 1.2 To date 45 main proposals have been made via the five reviews and focus upon the improvement of operational response arrangements. The reviews have also highlighted that a number of gaps are present within the Authority's existing professional and managerial capability.
- 1.3 Following approval at the Executive Committee meeting of the 10th July we have begun a period of consultation with stakeholders in regard to the proposals for provision of specialist resources. This consultation will end on the 5th of October 2009 but some of the responses received to date are summarised at para. 5.9

2.0 INFORMATION

- 2.1 The analysis of performance undertaken via each of the five review streams have generically identified that certain areas of service delivery require significant investment and have consequently attracted proposals for growth.
- 2.2 The Retained Duty System (RDS) review has identified that whole-time support is required in order to improve appliance availability levels and to ensure that the necessary competence levels are being maintained by fire-fighters conditioned to this duty system.
- 2.3 The Command and Capacity review has clearly identified that an overall enhancement of the current organisational structure and staff establishment is required to align it to the current and anticipated demand levels. Each Directorate has submitted a number of staff growth bids in response to these planning assumptions.
- 2.4 Finally the Duty System Review and Specialist Resources Review will provide efficiencies savings which will deliver the resources required by the other reviews whilst at the same time delivering some efficiency savings.
- 2.5 A risk assessment policy, specifically developed for IRMP 6, has been applied to standardise the process for evaluating and prioritising the benefits and risk levels associated with IRMP proposals.
- 2.6 A draft implementation plan has been compiled by the IRMP Team to provide coordination of the recommendations submitted via each of the respective review streams. This plan has been distributed to each of the review team leaders and will require further work before it can be relied upon to provide a detailed implementation plan.
- 2.7 The implementation plan will be used to aid strategic decision-making in the medium to long term.

3.0 REVIEW OF THE RETAINED DUTY SYSTEM (RDS)

3.1 The RDS review has focussed upon and researched five key areas of the RDS:

- ❑ Recruitment and retention.
- ❑ Whole-time support mechanisms.
- ❑ Relocation of resources.
- ❑ Training.
- ❑ Salary schemes and RDS shift systems.

3.2 Research has highlighted that seven of West Yorkshire FRS's RDS pumping appliances have availability levels of less than 90% and that, of these pumps, three maintain availability levels of less than 80%.

3.3 Recommendations have been made to improve staffing levels by the provision of a 28 whole-time Crew Managers who will support staffing levels at RDS fire stations and provide a more structured and co-ordinated approach to recruitment campaigns, training, gathering of risk information and community safety initiatives. This review has also recommended that a Group Manager should be appointed to proactively address those issues which are specific to members conditioned to the RDS.

3.4 The potential relocation of RDS resources has been researched jointly by members of the RDS Review Team and the Emergency Response Review Team. Due to the possible implications for county wide fire cover, any changes to RDS resources will be considered as part of the Phase 3 arrangements (section 4 below) for Emergency Response.

3.5 An assessment of RDS training requirements has been undertaken and it is recommended that RDS fire-fighters complete 4 hours training per week, to be averaged over a year period. This additional requirement will be offset by the introduction of a cap of 6 hours being placed upon the performance of non-operational work (inclusive of training activities) and the minimising of specialist resources at RDS fire stations.

3.6 A move towards a salary based remuneration scheme for RDS employees has not been recommended although the review has identified a number of possible initiatives which may lead to improved remuneration and more flexible working arrangements.

3.7 The joint proposals submitted from this review stream present an estimated growth of £0.9m

3.8 The RDS review is now complete and will be submitted to the Personnel and Training Committee on 25 September 2009.

4.0 REVIEW OF EMERGENCY RESPONSE PROVISION

4.1 The initial stages of this review required detailed and protracted data analysis to be undertaken to establish current incident response performance and to benchmark this against previous performance. This analysis clearly indicated that response times to incidents were increasing and triggered an investigation to identify the probable causes for the decline in performance.

- 4.2 The recent Fire Research Series document “*Review of Fire and Rescue Service Response Times*” (FRS 1/2009) has identified that FRS incident response times have increased by up to 18% since 1996 and that the main factor associated with increased FRS response times is traffic levels.
- 4.3 The impact of increased traffic levels and congestion levels has been considered by this review in conjunction with a number of other influential factors. To address these issues a series of proposals have been made which support a phased approach to future emergency response arrangements. In total, five separate phases have been proposed:
- Phase 1** Introduction of “Standby” arrangements for locations with higher operational activity levels, which will ensure the immediate availability of a pumping appliance within these areas.
- Introduction of dual-mobilisation arrangements for areas of the county where our response times are hindered by traffic congestion. This will enable a response to incidents to be made by using more than one approach route.
- Phase 2** The development of a three-tiered response standard which will establish separate response targets for life risk, building fires and other incidents.
- Phase 3** Analysis of areas within the county which do not benefit from the existing 5 minutes, 41 seconds response target time and the provision of appropriate measures to reduce risk within these areas.
- Phase 4** Alignment of resource provision to risk levels within multi-pump fire station areas and introduction of flexible operational resource deployment arrangements.
- Phase 5** Investigation of the scope to reduce the weight of response to different categories of incident.
- 4.4 Although a series of recommendations have been made in regard to the first phase of this review other recommendations are dependent upon the availability of more sophisticated risk modelling software (FSEC, Phoenix Active and Mosaic).
- 4.5 Arrangements are in place to secure the future provision of risk information and it is anticipated that further work in regard to Phases 2-5 will commence in Autumn 2009.
- 4.6 To enable WYFRS to utilise the most sophisticated risk modelling software available, key personnel from the IRMP and Data team have attended training courses on two systems, Fire Service Emergency Cover (FSEC) and Phoenix Active. Both these tools will be essential components of any new risk analysis system and will feature heavily in Phases 2 – 5 of the Emergency response review. The use of these risk analysis tools will provide a comprehensive evidence base which will be used to inform future IRMP.

5.0 REVIEW OF SPECIALIST APPLIANCES AND SPECIALIST RESCUE RESOURCES

- 5.1 This review stream has identified that scope exists to change the existing methods by which the Authority currently provides some specialist resources to incidents.
- 5.2 The majority of the Authority's specialist resources provide logistical support to the fleet of 62 pumping appliances which are distributed to ensure an immediate fire and rescue response across the county. Logistical resources are therefore county wide assets and although it is desirable to maximise their geographical capabilities this is not essential and therefore the specific location of such resources has not been a fundamental issue for this review.
- 5.3 Four detailed proposals have been made to rationalise the existing specialist resources and to pool themed resources at specific locations. The creation of clear specialisms at designated fire stations will facilitate improved ownership and management of these resources.
- 5.4 Another key aspect of these proposals is to maximise the efficiency of resources whilst attempting to mainstream New Dimension assets and improving service delivery. Appendix 5 of this report provides an explanatory note in regard to the specialist resources utilised by WYFRS including New Dimension assets.
- 5.5 Although the designation of specialised (themed) fire stations has yet to be finalised, the following paragraphs summarise how it is envisaged the four proposals from this review will be implemented.

1. Hazardous Materials Station (Dewsbury)

- i. Fully mainstream the DIM resources and utilise the unit for small, conventional decontamination purposes.
- ii. Continue to dual-crew the prime mover appliance based at Dewsbury with the Incident Response Unit (IRU), but due to the very low activity levels for these resources, remove the associated staff establishment for the prime mover and dual-crew both resources with the pumping appliances.
- iii. Train crews based at Ossett to the same standard as Dewsbury to provide resilience for occasions where decontamination is required and resources from Dewsbury are deployed elsewhere.
- iv. Operational Equipment Team are to consider a more effective means of providing a warm body decontamination shower facility, perhaps by modifying the existing Hazardous Materials Unit (HMU).
- v. The Operational Equipment Team is to establish the best means for exchanging chemical protective clothing at incidents. The analysis will consider the capabilities of a new Logistics Unit based at Odsal.

2. Logistics Station (Odsal)

- i. Redeploy the prime mover appliance based at Cleckheaton to Odsal.
- ii. Dual-crew the redeployed prime mover at Odsal with a pumping appliance.
- iii. Convert the existing BAU to also provide a multi agency liaison capability and for it to become a dual-purpose unit. The Unit will be based at a new Logistics station (Odsal).
- iv. Adapt one of the existing Incident Support Units (ISU) to provide a combined logistical capability and withdraw one from operational service.

- v. The Operational Equipment Team are to produce a specification for a modern Logistics Unit that provides breathing apparatus, fire kit, chemical protective clothing, cordon management and other associated equipment. The combined Logistical unit is to be located at Odsal.
- vi. Adapt the existing Major salvage Unit (MSU) to create combined salvage and environmental protection resources. The combined Unit is to be located at Odsal

3. Water Station (Stanningley)

- i. Continue the existing dual-crewing arrangements at Stanningley for the prime mover appliances and deployment of Hose Laying Unit and High Volume Pump resources.
- ii. Maintain the current staff allocation for the prime mover appliances at Stanningley.
- iii. Remove the existing Foam resources from Stanningley and redeploy these to Hunslet (Foam station)
- iv. The specialism for this station will focus solely upon the delivery and removal of large quantities of water (not water rescue).

4. Technical Rescue Station (Cleckheaton)

- i. Procure a Technical Rescue Vehicle (TRV) suitable for swift deployment to technical rescue incidents within West Yorkshire.
- ii. Withdraw both Major Rescue Units (MRU) from operational service and utilise the TRV together with the Cleckheaton pumping appliance and, if necessary, Urban Search and Rescue (USAR) resources for all incidents within West Yorkshire requiring technical rescue assistance and expertise.
- iii. Remove the Level 2 line rescue attributes from Elland and Pontefract but maintain this provision at Rawdon. Review the future provision of these services from Rawdon once the TRV/USAR resources are fully operational.
- iv. Designate Cleckheaton as a Technical Rescue station with an increased establishment of 56 USAR Technicians who will provide an enhanced capability to respond to technical rescue incidents in addition to the provision of fire and rescue services.
- v. A revised duty system will be introduced for the Technical Rescue station team members which will facilitate an immediate response capability for West Yorkshire at all times.

5. Foam Station (Hunslet)

- i. Redeploy the prime mover appliance from Featherstone (RDS) fire station to Hunslet together with the demountable unit foam resources based at Stanningley and Rothwell.
- ii. Dual-crew two prime mover appliances with the pumping appliances based at Hunslet and remove the current staff establishment allocated to the existing prime mover appliance.
- iii. Designate Hunslet as a Foam station and utilise these resources for the delivery and deployment of foam supplies and associated equipment at incidents.
- iv. The Operational Response department is to research the potential for introducing an accredited Foam Firefighting qualification for crews based at the Foam station.

6. Additional Proposals

- i. The Personnel Refreshment Unit (PRU) based at Featherstone will remain in operational service as an addition for future welfare requirements and should prove particularly useful for wide area flooding.

- ii. Two purpose built welfare vehicles with on board toilet and hygiene facilities are to be commissioned (Not permanently staffed)
- iii. Remove moorland fire-fighting equipment from the Water Support Unit based at Ossett and upgrade the Unit to provide a flood response capability at one of the existing Water Rescue stations.
- iv. Maintain the prime mover appliance based at Mirfield (RDS) fire station together with the existing Hose Laying Unit.
- v. Withdraw the demountable Command Unit, based at Shipley, from operational service once the new Command facility is made available for operational use.
- vi. Convert the BFU to provide an additional water supply option at Wildfire incidents and locate the WCU in the west of the brigade (exact location to be determined) to provide optimum response capability

5.6 These proposals are underpinned by detailed analysis of operational equipment and capabilities and the development of a series of planning assumptions against risks identified within the Community Risk Register

5.7 Each of these proposals has been risk assessed in accordance with the recently introduced IRMP risk assessment guidance template and have attracted medium to very high risk ratings.

5.8 Consultation in regard to these proposals commenced with the Representative Bodies on 20th May 2009 and formal consultation arrangements, in regard to terms and conditions of service, are being progressed by the Director of Human Resources.

5.9 Following a consultation response from the Fire Officers Association (see para 5.10 below) the review has found that, due to the a growth in the demand for fire investigation the demands on qualified officers is such that it is necessary to increase capacity for this specialism. This finding is also supported by the results of a pilot scheme that was launched which put the four existing fire investigation Watch Managers on to a modified duty system (similar to the FDS) This study found that this change maximised their associated availability. This modified system would have have a positive effect upon addressing the workload associated with fire investigations and would create a more resilient and sustainable system at relatively little cost.

5.9 Responses to Consultation (up to and including 18th August 2009)

- o Enhance water rescue facility at Leeds Fire Station and provide capability from both pumping appliances by increasing the number of operatives at Leeds

The merits of upgrading the water capability at Leeds is currently being assessed as part of a wider analysis of flood response options

- o Provide a water rescue capability in the Wakefield district

Full analysis of water rescue incidents is been undertaken but early indications are that there is some evidence to suggest an additional water rescue/flood response capability in Wakefield district might be required

- Convert the bulk foam unit to provide a water carrying capability for wildfire incidents

*This recommendation has been added to the additional proposals
(See para 6 vi above)*

- Crews at Cleckheaton raised concerns in regard to skills fade as a result of the change of working practices proposed as part of the Technical Rescue Provision.

Following discussions crews at Cleckheaton these concerns have been addressed

- At the meeting of the Members of the Wakefield District Council Crime and Community Safety Overview and Scrutiny Committee on 22nd July 2009 a member raised concerns in regard to the removal of the special appliances from Featherstone Fire Station

Because of the potential welfare needs of crews at prolonged flooding incidents, it is now proposed that the PRU remains at Featherstone to provide an additional resource

- Leeds City Council responded to the consultation stating they had no objections
- The FBU have raised concerns over crewing levels at Dewsbury and although informal consultations with the representative bodies has commenced as yet no formal meetings have taken place. This issue will need to be discussed once it has been possible to arrange a meeting. The FBU also raised concerns over the removal of the vehicle from Featherstone and it is now proposed to maintain the PRU at Featherstone (see above)
- The Fire Officers Association have raised the issue of workloads associated with the Fire Investigation (FI) specialist reference. They suggested that the review should take into account the findings of a pilot scheme which enhanced FI provision by utilising trained WM's on a variation of a flexible duty system to provide better cover for this specialist role.

The use of the new FI WM duty system would enhance the specialism and improve resilience at relatively little cost and has therefore been included as a new proposal (see para 5.9 above)

6.0 MANAGERIAL & COMMAND CAPACITY

- 6.1 The purpose of this review is to identify optimum levels of resources required to provide a professional service in all managerial and command activities. The review has taken account of the organisational structures associated with each of the other Metropolitan Fire and Rescue Authorities and benchmarked West Yorkshire FRS's structure against these.
- 6.2 The current organisational structure has been assessed and a series of calculations have been made to establish respective Directorate and individual organisational unit costs.

- 6.3 The process to provide an accurate determination for the current organisational structure, together with relative costs for each Directorate, has been complex, however this process has now been completed and it has identified a number of areas where growth will be required.
- 6.4 A complementary review of operational planning assumptions, in respect of officer command resilience, suggests that the existing number of Group Manager and Station Manager positions within the Authority needs to be increased.
- 6.5 In total the Command and Capacity Review proposals present a growth of 57 supervisory and managerial positions (Grey Book), the majority of these relate to the RDS Review however, it is estimated that the overall IRMP proposals will reduce the whole-time establishment by 42.
- 6.6 A further 12 growth bids have been submitted in support of additional staff conditioned to Green Book (non-operational) conditions of service. These bids have been made because of the increased demands and workloads placed upon each Directorate within the Authority, together with the requirement to provide specific skills.
- 6.7 The IRMP proposal risk assessment template will be used to assist in the prioritisation and progression of each area of staff growth. The risk assessment templates have been distributed to each review team leaders for completion in support of their respective bids.
- 6.8 The Command and Capacity review is now complete and will be submitted for consideration to Personnel & Training Committee on the 25th of September 2009

7.0 WHOLE-TIME DUTY SYSTEM REVIEW

- 7.1 The Operational Resource Pool (ORP) Model has been selected by West Yorkshire FRS as being the most suitable future whole-time staffing system as it will release a significant level of resources whilst maintaining the current operational capacity at the same time as minimising disruption to the majority of the Whole-Time employees.
- 7.2 It is recommended that the ORP will be established as follows:
- Removal of one fire-fighter from each Whole-time Watch releasing 124 posts.
 - Provision of a reserve fire-fighter on each 2 pump station Watch.
 - Creation of a Central Pool, consisting of 60 posts to cover for non-rostered leave, sickness absence and off-watch training.
- 7.3 Following approval by P and T Committee on 3rd April 2009, a Central Staffing Team (CST) is currently being established to manage standard staffing, operational cover and the reserve arrangements at two pump stations. The CST will consist of two teams comprising one supervisor and two CST administrators. A Station Manager post will be needed to provide managerial support to CST members and to monitor performance.
- 7.4 Discussions are ongoing between Human Resources and Operations Response to finalise a Service Level Agreement for the ORP which will determine exactly how the posts will be used to operate the new duty system.

- 7.5 Formal consultation in regard to the ORP commenced on 5th January 2009 and has now concluded with a collective agreement.
- 7.6 The Duty System review is now complete and will be submitted to Personnel & Training Committee on the 25th of September 2009
- 7.7 Subject to FRA approval and it is anticipated that the ORP Model will commence on 4th January 2010.

8.0 FINANCIAL IMPLICATIONS

- 8.1 It is anticipated that once fully implemented the five reviews will deliver ongoing efficiency savings of around £0.25m. The actual timing of the delivery of the savings will depend upon the implementation of the proposals. As the consultation process and the reviews are completed more detailed financial implications will be prepared and reported to the Authority.

9.0 FAIRNESS AND EQUALITY IMPLICATIONS

- 9.1 An Equality Impact Assessment (EIA) has been completed, in consultation with the EDM, for the Response reviews contained within the 2009 IRMP. The EIA's are likely to be revisited, once clear proposals have been established in regard of each respective review.

10.0 CONCLUSIONS

- 10.1 All five review streams have made significant progress and a number of proposals have been made for the future strategic management of resources.
- 10.2 Both the RDS and Command and Capacity proposals present areas of staff growth in order to improve upon current performance, whilst the Duty System and Specialist Resources proposals will present significant efficiencies.
- 10.3 It is intended to phase in the Emergency Response proposals over a number of years.
- 10.4 Implementation of the Emergency Response and Specialist Resources proposals will lead to a modern fleet of appliances being crewed and deployed in a more efficient manner.
- 10.5 The implementation of several recommendations will be dependent upon the prior implementation of a new whole-time duty system and the associated release of resources from this system.

11.0 RECOMMENDATIONS

- 11.1 That FRA members note the content of this report.

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MINUTES OF THE ANNUAL MEETING HELD AT FIRE AND RESCUE SERVICE HEADQUARTERS, BIRKENSHAW, ON FRIDAY 4 SEPTEMBER 2009

Present : Councillors D Ridgway (in the chair); M Akhtar, S Armitage, V Binney, P Booth, A Castle, M Coulson, J Dodds, R Finnigan, D Firth, D Ginley, T Hardwick, P Harrand, D Hollingsworth, N Ikram, M Jamil, M Khan, G Kirkland, B Smith and A Wallis

Apologies : Councillor A McKenna

26 CHAIRMAN'S ANNOUNCEMENTS

Councillor Donald Firth

The Chair welcomed Councillor Donald Firth both to the meeting and to the Authority.

Former Member – Christiana Myers

The Chair paid tribute to former Councillor Christiana Myers (Leeds City Council) who had been a longstanding member of the Authority between 1985 and 2002 and who had recently passed away.

Councillor A McKenna

Members were informed of the recent hospitalisation of Councillor McKenna and requested that she be sent their best wishes for a speedy recovery.

Forthcoming events

The Chair took the opportunity to remind members of several forthcoming events;

- Safety Central launch 19 October 10 – 12 noon
- Awards Ceremony 2 October Cedar Court Hotel, Bradford
- Water Rescue observation 29 October Ilkley

27 ADMISSION OF THE PUBLIC

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

28 URGENT ITEMS

None.

29 DECLARATIONS OF INTEREST

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

30 MINUTES OF THE LAST MEETING

RESOLVED

That, subject to the following amendment to Minute no. 9 (Committee Memberships and Appointments);

“... Councillor Khan proposed an amendment to the motion which was moved and subsequently withdrawn. It was, “

the Minutes of the Authority at a meeting held on 19 June 2009 be signed by the Chair as a correct record.

31 MINUTES OF THE AUDIT COMMITTEE

RESOLVED

That the Minutes of the Audit Committee at a meeting held on 17 June 2009 be received.

32 MINUTES OF THE PERSONNEL AND TRAINING COMMITTEE

RESOLVED

That the Minutes of the Personnel and Training Committee at a meeting held on 10 July 2009 be received.

33 MINUTES OF THE FINANCE AND RESOURCES COMMITTEE

RESOLVED

That the Minutes of the Finance and Resources Committee at a meeting held on 17 July 2009 be received.

34 LOCAL GOVERNMENT ASSOCIATION - MINUTES

RESOLVED

- (i) That the Minutes of the Fire Services Forum at a meeting held on 26 June 2009 be received;
- (ii) That the Minutes of the Safer Communities Board at a meeting held on 13 July 2009 be received; and
- (iii) That the Minutes of the Fire Services Management Committee at a meeting held on 20 July 2009 be received.

35 MINUTES OF THE YORKSHIRE AND HUMBERSIDE FIRE AUTHORITIES' REGIONAL MANAGEMENT BOARD

RESOLVED

That the Minutes of a meeting held on 24 July 2009 be received.

36 PERFORMANCE MANAGEMENT REPORT

The Chief Fire Officer / Chief Executive submitted a report which outlined the activities of the Brigade in the areas of Operations and technical matters for the period 1 April 2009 to 31 July 2009.

Members commented on the data regarding violence at work and wished to pass on congratulations to Station Managers for their part in the general downturn. Further remark was made upon the number of false alarms which continued to be raised.

Members also discussed groups at risk of death and serious injury and agreed that there were strong links with the incidence of poverty.

RESOLVED

- (i) That the report be noted;
- (ii) That a report be submitted to the December 2009 meeting of the full Authority detailing the impact of the revised response policy on the incidence of false alarms; and
- (iii) That a detailed report advising of the causes and other factors relating to fire deaths and injuries be submitted to a future meeting of the Authority.

37 COMMITTEE MEMBERSHIPS AND APPOINTMENTS 2009 / 10

Consideration was given to a report of the Director of Corporate Resources which sought to advise of a change in membership of the Authority as follows;

Councillor Donald Firth (Conservative) to replace Councillor Robert Light (Conservative) with effect from 22 June 2009.

RESOLVED

- (i) That the report be noted; and
- (ii) That the following changes be made to the Conservative Group representation on the Authority's committees;

Personnel and Training Committee

Councillor Firth to replace Councillor Castle as substantive member

Finance and Resources Committee

Councillor Firth to be nominated as third substitute

Audit Committee

Councillor Harrand to be nominated as second substitute

38 INTEGRATED RISK MANAGEMENT PLAN - UPDATE

The Deputy Chief Fire Officer submitted a report which presented an overview of the progress made with the three-year Integrated Risk Management Programme 2009 – 2012 which covered the following strategic reviews;

- Retained Duty System – sustainability
- Emergency Response cover
- Specialist equipment provision review
- Managerial / command capacity
- Duty Systems

Members were advised that a period of consultation with stakeholders had commenced and was due to be completed on 5 October 2009. Details of comments received to date were included in the report now submitted.

It was anticipated that, once fully implemented, the five reviews would deliver ongoing efficiency savings of ca £0.25m.

RESOLVED

That the report be noted.

39 CHARTERMARK ASSESSMENT – CUSTOMER SERVICE EXCELLENCE REPORT

Consideration was given to a report of the Director of Corporate Resources

which updated Members on the Chartermark and Customer Service Excellence assessments 2009.

Members were advised that the Authority had been encouraged to undergo a Customer Service Excellence assessment in advance of its formal national implementation. It was further reported that the following excellent results had been achieved;

Chartermark Assessment 2009

Customer Service Excellence
Assessment 2009

Full compliance (58 elements)
Five best practice awards

Full compliance (55 elements)
4/5 Compliance Plus award

RESOLVED

That the report be noted.

Chair