



# Minutes

## Finance & Resources Committee

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Date: 10 April 2015

Time: 10.30 am

Venue: Conference Room, Oakroyd Hall, Fire and Rescue Service Headquarters, Birkenshaw

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Present: Councillors B Smith (in the Chair); T Austin, R Grahame, P Harrand, L Holmes, A Hussain, H Middleton, G Thornton and A Wallis

In Attendance: None

Apologies: Councillors C Pillai and M Shaw

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### **30 Minutes of the last meeting**

#### **RESOLVED**

That the Minutes of the Committee at a meeting held on 30 January 2015 be signed by the Chair as a correct record.

### **31 Urgent item**

None.

### **32 Admission of the public**

#### **RESOLVED**

That the public and press be excluded from the meeting during consideration of the items of business specified below as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information of the descriptions specified;

AGENDA ITEM NO.	TITLE OF REPORT	MINUTE NUMBER	Description of exempt information by reference to the paragraph number(s) in Schedule 12A of the Local Government Act 1972.
E6	Insurance renewals	35	Paragraph 3 – financial or business affairs
E7	Purchase of Breathing Apparatus Board	36	Paragraph 3 – financial or business affairs
E8	Vehicle Replacement Programme 2015 – 16	37	Paragraph 3 – financial or business affairs
E9	Operational Fleet – installation of vehicle telemetry	42	Paragraph 3 – financial or business affairs
E10	Transport workshops – roof replacement and internal refurbishment	38	Paragraph 3 – financial or business affairs
E11	Purchase of Mobile Data terminals (MDT)	39	Paragraph 3 – financial or business affairs
E12	Capital release – IT purchase	40	Paragraph 3 – financial or business affairs
E13	ICT Strategy and Delivery Plan	41	Paragraph 3 – financial or business affairs

### **33 Declarations of interest**

There were no declarations of disclosable pecuniary interest in any matter under discussion at the meeting.

### **34 Attendance at Overseas Operational Exercise, Ottawa**

Members considered a report of the Director of Service Delivery which sought approval for the attendance of an officer at a Home Office funded international operational exercise (CAPEX) in Ottawa, Canada from 27 April – 1 May 2015.

Approval had been given in the past to attendance at the biennial event and it was anticipated that attendance would assist the officer in further developing policy and procedure for operational crews in West Yorkshire in relation to CBRN(E) (Chemical, Biological Radiological Nuclear (Environmental)) related incidents.

Members recognised that such invitations reflected the high regard in which the West Yorkshire Fire and Rescue Authority was held both nationally and internationally.

#### **RESOLVED**

- a) That approval be given to the attendance of an officer at the Home Office funded CAPEX exercise in Ottawa, Canada from 27 April – 1 May 2015; and

- b) That a report on the exercise be submitted to the next appropriate meeting of the Authority's Community Safety Committee.

### **35 Insurance Renewals**

(This item was considered exempt information under Schedule 12A (3) of the Local Government Act 1972) – information relating to financial or business affairs)

Consideration was given to a report of the Chief Finance and Procurement Officer which advised of the conclusion of negotiations for the insurance premiums for 2015 – 16.

Members were also advised of the outcome of the tender process for vehicle fleet insurance which had come to the end of a long-term agreement. It was reported that there would be an overall saving in insurance premiums of approximately £82,000 which would be transferred into the contingency for pay and prices increases.

#### **RESOLVED**

That the insurance renewals be noted as detailed in the report now submitted.

### **36 Proprietary purchase – breathing apparatus telemetry equipment**

(This item was considered exempt information under Schedule 12A (3) of the Local Government Act 1972) – information relating to financial or business affairs)

The Director of Service Delivery submitted a report which sought approval for the proprietary purchase of Breathing Apparatus (BA) telemetry equipment following extensive evaluation. Members were advised that the equipment would improve the safety of Firefighters with the facility for closer and more frequent physiological monitoring during BA use. The equipment would be fitted in-house.

#### **RESOLVED**

That approval be given to the proprietary purchase (in accordance with Contract Standing Order 4 (iii) ) of Drager Telemetry equipment to be fitted in-house on all breathing apparatus.

### **37 Vehicle Replacement Programme 2015 – 16**

(This item was considered exempt information under Schedule 12A (3) of the Local Government Act 1972) – information relating to financial or business affairs)

Members considered a report of the Director of Service Support concerning the vehicle replacement programme for 2015 – 16 involving six new appliances, one Prime Mover and one Pod refurbishment with revenue costs as detailed in the report now submitted.

Confirmation was given to Members about the Authority's disposal arrangements by auction for obsolete vehicles and equipment which were advertised widely.

#### **RESOLVED**

That approval be given to the purchase of six new appliances, one Prime Mover and one Pod refurbishment as detailed in the report now submitted.

### **38 Transport workshop – roof replacement and internal refurbishment**

(This item was considered exempt information under Schedule 12A (3) of the Local Government Act 1972) – information relating to financial or business affairs)

Consideration was given to a report of the Director of Service Support which sought approval for the replacement / refurbishment of the Transport workshop roof together with internal layout modifications to improve the existing facility at Fire Service Headquarters.

Members were advised of the revenue costs of borrowing to fund the scheme and the full cost had been included in the approved revenue budget.

#### **RESOLVED**

That approval be given to the replacement of the roof and refurbishment of the existing transport workshop facilities at Fire Service Headquarters.

### **39 Purchase of Mobile Data Terminals (MDT)**

(This item was considered exempt information under Schedule 12A (3) of the Local Government Act 1972) – information relating to financial or business affairs)

Members considered a report of the Director of Service Support which set out a request to purchase new mobile data terminal hardware (MDT) for use in operational vehicles with financial implications as detailed in the report now submitted. Costs had been included in the approved revenue budget.

#### **RESOLVED**

That approval be given to the purchase of new demountable Mobile Data Terminal hardware as detailed in the report now submitted.

### **40 ICT Capital Schemes**

(This item was considered exempt information under Schedule 12A (3) of the Local Government Act 1972) – information relating to financial or business affairs)

The Director of Service Support submitted a report which sought approval for the release of funds for the following ICT capital schemes;

- Software licences
- Enabling works for the new Wide Area Network (WAN)
- Networking hardware, and
- Microsoft CRM licences

It was reported that all the schemes had been included in the 2015 – 16 approved capital plan.

#### **RESOLVED**

That approval be given to the release of funds for the ICT capital schemes as detailed in the report now submitted.

## **41 Development of an Information and Communication Technology (ICT) Strategy and Delivery Plan**

(This item was considered exempt information under Schedule 12A (3) of the Local Government Act 1972) – information relating to financial or business affairs)

Consideration was given to a report of the Director of Strategic Development which sought approval for the development of a new Information and Communication Technology (ICT) Strategy to continue to support the effective delivery of services into the next critical phase of efficiency savings 2017 – 19.

Members were advised that the proposal was for specialist consultants to be engaged to review the collation and dissemination of information across the organisation and to assist in the production of an ICT Strategy as set out in the 2015 / 16 Service Action Plan. The Director of Strategic Development advised that it was further proposed that, at the end of the tender process, the preferred consultants would give a presentation to Members before confirmation of appointment.

In response to Member concerns about the use of consultants rather than an internal temporary appointment, it was reported that the project required a cross-section of skills that would be unlikely to be found in any one employee and that consultants had easy access to a wide range of specialists in the field. The contract would be a fixed price and it was anticipated that the consultants would also be required to assist with the implementation of the new strategy.

It was reported that a proportion of the anticipated costs (as detailed in the report now submitted) was for the initial scoping work.

### **RESOLVED**

- a) That, subject to b) below, Members approve the engagement of consultancy services to support the production of an Information and Communications Technology Strategy and delivery plan; and
- b) That the outcome of the first phase scoping exercise be reported back to Members prior to the confirmation of commitment of further monies for consultant support in delivery of the new ICT Strategy.

## **42 Operational Fleet – installation of vehicle telematics**

(This item was considered exempt information under Schedule 12A (3) of the Local Government Act 1972) – information relating to financial or business affairs)

The Director of Service Support submitted a report which sought approval for the purchase and installation of vehicle telematics devices in all Fire Authority operational vehicles.

Members received a short presentation about the facilities which could be provided by such devices which would assist, amongst other things, in terms of vehicle security (disablement), driver behaviour (impact on training methods), fleet efficiencies and accident investigation / collision analysis. An additional advantage may be the reduction in future years' vehicle insurance premiums.

### **RESOLVED**

That approval be given to the purchase and installation of vehicle telematics devices in all Fire Authority operational vehicles as detailed in the report now submitted.