

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

**MEETING TO BE HELD ON FRIDAY 19 FEBRUARY 2010 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 18 DECEMBER
2009 (pp 3)**

(Enclosed)

**6. MINUTES OF THE AUDIT COMMITTEE HELD ON 22 JANUARY
2010 (pp 15)**

(Enclosed)

**7. MINUTES OF THE FINANCE AND RESOURCES COMMITTEE
HELD ON 29 JANUARY 2010 (pp 19)**

(Enclosed)

8. MINUTES OF THE PERSONNEL AND TRAINING COMMITTEE HELD ON 5 FEBRUARY 2010 (pp 25)

(Enclosed)

9. LOCAL GOVERNMENT ASSOCIATION MINUTES (pp 29)

- a. Safer Communities Board –12 January 2010**
- b. Fire Services Management Committee – 18 January 2010**

(Enclosed where available)

10. MINUTES OF THE REGIONAL MANAGEMENT BOARD HELD ON 7 JANUARY 2010 (pp 40)

(Enclosed)

11. PERFORMANCE MANAGEMENT REPORT (pp 51)

(Enclosed)

12. MEDIUM TERM FINANCIAL STRATEGY 2010 / 11 – 2011 / 12 (INCORPORATING REVENUE BUDGET, CAPITAL PLAN AND TREASURY MANAGEMENT) (pp 81)

(Enclosed)

13. REPRESENTATION ON OUTSIDE BODIES – APPOINTMENT OF COHESION MEMBER AT LOCAL GOVERNMENT YORKSHIRE AND HUMBER (pp 118)

(Enclosed)

14. LOCAL GOVERNMENT YORKSHIRE AND HUMBER CONSULTATION PAPER – YORKSHIRE AND HUMBER REGION LEADERS' BOARD (pp 128)

(Enclosed)

15. ARSON – OUTCOME OF CRIMINAL INVESTIGATIONS (pp 138)

(Enclosed)

16. UNWANTED FIRE SIGNALS – ACTION TAKEN ON POORLY MAINTAINED SYSTEMS (pp 148)

(Enclosed)

17. HIGH RISE FIRE SAFETY (pp 153)

(Enclosed)

18. PROGRAMME OF MEETINGS – AMENDMENT TO AUDIT COMMITTEE DATE (pp 165)

(Enclosed)

19. NOW YOU ARE TALKING – APPLICATION OF LANGUAGE SKILLS (pp 167)

(Enclosed)

20. PRESENTATION – How we cope with bad weather and flu pandemics

The meeting will be immediately followed by a demonstration of the CARP vehicle (deferred from December meeting).

West Yorkshire Fire & Rescue Service

Performance Management and Activity Report 2009/10



Period Covered: 1 April 2009 –
31 December 2009
Date Issued: 27 January 2010

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1. Introduction/Summary

The purpose of this report is to provide information regarding the performance of West Yorkshire Fire and Rescue Service against selected national and local targets to enable the Authority to measure, monitor and evaluate performance.

The national targets identified in this report are contained within the following performance indicators:

- NI 33: Arson Incidents
- NI 49: Primary Fires
- NI 47: People Killed or Seriously Injured in Road Traffic Accidents
- NI 48: Children Killed or Seriously Injured in Road Traffic Accidents

There are also a number of performance indicators developed by CFOA (Chief Fire Officers Association) which West Yorkshire Fire and Rescue Service has chosen to adopt. Monitoring these indicators is entirely voluntary for Fire Services across the country, but the advantage of adopting some of them is that it may provide scope for comparison with other authorities who have adopted the same indicators.

In this report, appropriate and progressive monthly statistics have been utilised to identify trends in performance, with corresponding information regarding the action being taken to address any areas of under-performance. Information regarding a selection of local performance targets has also been provided in this report and comparisons have been made with the previous year's performance.

All data, unless specified, is for the reporting period 1 April 2009 – 31 December 2009.







A traffic light system has been employed to provide a straightforward visual indicator of performance against each specific target.

Comparative data, in respect of other Fire Authorities, is included in this report, to allow West Yorkshire Fire and Rescue Service to benchmark its performance against those of similar authorities.

Graphical representation of the performance of West Yorkshire Fire and Rescue Service is available via the Performance Information Management System (PIMS), which is accessed via the Service's intranet site.

2. Target Summary – Overview

Legend

	Purple indicates target not applicable
	Red indicates not achieving target
	Amber indicates satisfactory performance (within 10% of target)
	Green indicates achieving or exceeding target
	Grey indicates there is currently no data available for this indicator
	Direction of travel, compared to position at this time last year

Targets by Indicator Category

Service Delivery Indicators (CFOA reference)	Corporate Health Indicators (CFOA reference)	Other Local Service Indicators
NI 33 – Arson Incidents	CH 1 – Equality Standard	Special Service Calls
NI 49 – Primary Fires	CH 4 (CFOA C2) – Sickness	Incidents – 5 Pumps and Above
NI 47 – People Killed or Seriously Injured in Road Traffic Accidents	CH 5 (CFOA A5) – Health & Safety	Home Fire Safety Checks
NI 48 – Children Killed Seriously Injured in Road Traffic Accidents	CH 6 (CFOA E1) – Business Continuity	Compliments/Complaints
SD 1 (CFOA D1) – Accidental Dwelling Fires (Total)	CH 7 – Expenditure per Capita	Violence at Work
SD 2 – Accidental Dwelling Fires (Deaths)	CH 8 – Budget Variance (£s)	
SD 3 – Accidental Dwelling Fires (Injuries)	CH 9 – Budget Variance (% against overall Budget)	
SD 5 (CFOA A2(i)) – False Alarms (Malicious Not Attended)	CH 10 – Payment of Invoices	
SD 6 (CFOA A2 (ii)) – False Alarms (Malicious Attended)	CH 11 – Capital Payments (£s)	
SD 7 (CFOA A1) – Automatic Fire Detection – Non Domestic	CH 12 – Capital Payments (% against overall Budget)	
SD 9 – Fires in non-domestic premises	CH 13 – Debtors	
SD 10(a) – % Fires where Smoke Alarm Fitted	CH 14 – Customer Satisfaction	
SD 10(b) - % Fires where Smoke Alarm Faulty		
SD 10(c) - % Fires where Smoke Alarm Correct		
SD 10(d) % Fires where no Smoke Alarm Fitted		
SD 12 MACC Call Handling Times		

3. National Indicators – Performance

(Figures for the National Indicators may be subject to slight variation between reports. This is mainly due to the date of completion of the report being before all the auditing of the data is complete.)

NI	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar			
NI 33	Arson Incidents (All Deliberate Fires) per 10,000 population	6.41	10.63	15.46	18.92	23.57	29.46	35.40	39.52	41.48				↑ (41.73)	65.22	On track to achieve year end target.
	Arson Incidents (Deliberate Primary Fires) per 10,000 population	1.02	1.98	2.97	3.67	4.54	5.42	6.26	7.26	7.93				↑ (9.98)	15.12	On track to achieve year end target.
	Arson Incidents (Deliberate Secondary Fires) per 10,000 population	5.39	8.65	12.49	15.25	19.03	24.03	29.14	32.26	33.55				↓ (31.75)	50.10	On track to achieve year end target.

NI	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar			
NI 49	Number of Primary Fires per 100,000 population	19.26	37.78	56.57	72.57	88.94	104.47	121.29	140.46	155.73				↑ (174.17)	260.78	On track to achieve year end target.
	Number of Fire Fatalities per 100,000 population – Accidental Dwelling Fires	0.00	0.14	0.18	0.28	0.28	0.27	0.27	0.27	0.32				↓ (0.28)	0.46	Target set as per SD2.
	Number of Fire Fatalities per 100,000 population – Other Fires	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.18				N/A	No target set	Other fires include: Murders, Suicides and Road Traffic Collisions.
	Number of Fire Casualties (excluding precautionary checks) per 100,000 population	1.28	1.97	2.70	3.71	3.81	4.45	5.45	6.59	7.63				↑ (8.16)	14.10	On track to achieve year end target.

Indicator	Description	Cumulative Performance (09 Calendar Year)												Direction of Travel compared to position at this time last year	Target Full Year	Comment
		To 31 Jan	To 28 Feb	To 31 Mar	To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec			
NI 47*	People Killed or Seriously Injured (KSI) in Road Traffic Accidents			218			470			731				New Indicator	948	Targets are based on the National Target of 40% reduction on the 94-98 average by 2010. Figures are for the period Jan – Sep 2009.
NI 48*	Children Killed or Seriously Injured (KSI) in Road Traffic Accidents			28			79			122				New Indicator	149	Targets are based on the National Target of 50% reduction on the 94-98 average by 2010. Figures are for the period Jan – Sep 2009

*Note: West Yorkshire Fire and Rescue Service is not directly responsible for performance against the above two indicators. Performance is reflective of the West Yorkshire Local Transport Plan for the reduction of 'Killed and Seriously Injured' and the work done by the West Yorkshire Safer Roads Partnership. West Yorkshire Fire and Rescue Service is a representative of the West Yorkshire Safer Roads Partnership alongside the 5 District Councils, West Yorkshire Police, Yorkshire Ambulance, Highways Agency, West Yorkshire Casualty Reduction (Safety Camera) Partnership and NHS Primary Care Trusts.

Data for this indicator is supplied by West Yorkshire Safer Roads (Accident Studies Unit) on a quarterly basis. The provisional data is produced three months in arrears. The final figures for the full calendar year are validated the following April.

4. Service Delivery Indicators – Performance

(Figures for the Service Delivery Indicators may be subject to slight variation between reports. This is mainly due to the date of completion of the report being before all the auditing of the data is complete.)

Indicator	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar			
SD 1	Accidental dwelling fires (per 10,000 dwellings) (CFOA D1)	1.26	2.41	3.51	4.78	5.91	6.70	7.86	9.14	10.40				↑ (10.51)	17.2	On track to achieve year end target.
SD 2	Number of deaths arising from accidental fires in dwellings per 100,000 population	0.00	0.14	0.18	0.28	0.28	0.27	0.27	0.27	0.32				↓ (0.28)	0.46	Volatile indicator. Difficult to predict performance trend. Change from 0.28 to 0.27 due to recent update in population figure.
SD 3	Number of Injuries arising from accidental fires in dwellings per 100,000 population	0.73	0.96	1.42	1.83	2.11	2.59	2.95	3.59	4.41				↑ (5.68)	11.05	On track to achieve year end target.
SD 5	Number of calls to malicious false alarms per 1000 population – not attended (CFOA A2(i))	0.03	0.06	0.10	0.13	0.17	0.20	0.23	0.25	0.27				↑ (0.37)	1.22	On track to achieve year end target.
SD 6	Number of calls to malicious false alarms per 1000 population – attended (CFOA A2(ii))	0.03	0.07	0.11	0.13	0.16	0.18	0.21	0.24	0.26				↑ (0.35)	0.82	On track to achieve year end target.

Indicator	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar			
SD 7	Unwanted fire signals from automatic fire detection equipment per 1000 non-domestic properties (CFOA A1)	6.8	14.0	22.69	29.22	37.14	45.51	52.04	59.17	65.90				↓ (64.14)	112.53	On track to achieve year end target.
SD 9	Fires in non-domestic premises per 1000 non-domestic premises	0.66	1.38	2.10	2.55	3.24	3.86	4.43	5.19	5.77				↓ (5.53)	10.5	On track to achieve year end target.

Indicator	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar			
SD 10(a)	The percentage of fires attended in dwellings where there was a working smoke alarm	55.8%	48.7%	47.1%	47.3%	48.2%	47.9%	48.8%	49.7%	49.8%				↑ (49.5%)	38.1%	On track to achieve year end target.
SD 10(b)	The percentage of fires attended in dwellings where a smoke alarm, because it was faulty or incorrectly sited, did not activate	8.0%	7.9%	6.6%	6.7%	7.1%	8.2%	6.7%	7.2%	7.3%				↑ (8.8%)	9.5%	On track to achieve year end target.
SD 10(c)	The percentage of fires attended in dwellings where a correctly sited and working smoke alarm did not activate	10.9%	14.6%	14.5%	14.9%	14.1%	15.0%	18.1%	17.6%	17.4%				N/A	N/A	This indicator is used to identify where a smoke alarm has not activated for legitimate reasons.
SD 10(d)	The percentage of fires attended in dwellings where no smoke alarm was fitted	25.4%	28.8%	31.8%	31.0%	30.5%	28.9%	26.6%	25.5%	25.5%				↑ (34.1%)	51.6%	On track to achieve year end target.

Indicator	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar			
SD 12	Time taken from accepting a call from the British Telecom operator, to mobilisation of Fire and Rescue Service resources	60.97	59.57	59.52	58.83	58.64	58.69	58.29	58.02	57.76				N/A	60 seconds	Performance trend improved consistently during the last year. Performance is measured against an optimum standard of 60 seconds.

5. Corporate Health Indicators – Performance

Indicator	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment		
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar					
CH 1	The level (if any) of the Equality Standard for Local Government to which the Authority conforms										4					↔ (4)	4	Gap analysis at Level 5 will take place in January 2010 with a view to achieving Excellence by December 2011.
CH 4	Average number of working days / shifts lost to sickness (CFOA C2)	0.55	1.09	1.65	2.26	2.82	3.03	3.66	4.20	4.69						↑ (5.84)	6.63	Employees no longer being paid by the Authority have been removed in the calculation of this indicator.

Indicator	Description		Cumulative Year to Date Performance												Target Full Year	Comment	
			To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar			
CH 5	Health and Safety (CFOA A5) (Total injuries)	< 3 days Injuries	16	35	48	67	76	91	110	132	146				190	<p>Outturn is the 09-10 Q1 Performance.</p> <p>Targets are based on a 5% reduction from 08-09 figures by 11-12 on total < 3 days injuries and total > 3 days injuries.</p> <p>There is a target of 0 fatalities for the year.</p> <p>Due to such low numbers, no target has been set for major injuries.</p>	
		Fatal	0	0	0	0	0	0	0	0	0	0					0
		Major	0	0	2	2	2	2	2	2	2	3					Not set
		3 + days	3	7	12	14	15	18	21	23	23				39		
	Health and Safety (CFOA A5) (Total injuries per 100,000 staff)	< 3 days Injuries	743	1625	2228	3110	3528	4225	5107	6128	6778				8805		
		Fatal	0	0	0	0	0	0	0	0	0	0					0
		Major	0	0	93	93	93	93	93	93	93	139					Not set
		3 + days	139	325	557	650	696	836	975	1068	1068				1826		

Indicator	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment			
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar						
CH 6	Business Continuity Planning (CFOA E1)	Self assessment against a business continuity maturity model including 6 measures and 5 levels, giving a maximum score of 100%								73.33%							New Indicator	83.33%	73.33% is made up of four Level 4s and two level 3s achieved against the maturity model. Annual return, actions are being put into place to ensure 83.33% is achieved by April 2010.
CH 7	Expenditure per head of population on the provision of fire and rescue services									£38.45							N/A	£39.20	The figure reported is 2008/9 outturn (target £41.21) which has now been confirmed. Reduction on last year is because the population has increased at a greater rate than expenditure.
CH 8	Forecast Budget Variance (Actual figures £s)		-£500,000				-£1m			-£1m							New Indicator	£900,000	Figures to be provided on a quarterly basis.
CH 9	Forecast Budget Variance (% Variance against overall budget)		0.55%				1.1%			1.1%							New Indicator	<1%	Figures to be provided on a quarterly basis.

Indicator	Description	Cumulative Year to Date Performance -Cost Period Dates Year 2009-10													Target Full Year	Comment
		5 Apr – 26 Apr	3 May – 24 May	31 May – 21 Jun	28 Jun – 19 Jul	26 Jul – 16 Aug	23 Aug – 13 Sep	20 Sep – 11 Oct	18 Oct – 8 Nov	15 Nov – 6 Dec	13 Dec – 3 Jan	10 Jan – 31 Jan	7 Feb – 28 Feb	7 Mar – 31 Mar		
CH 10	The percentage of invoices for goods and services paid by the Authority within 30 days (stand alone month)	96.65%	96.95%	88.22%	98.00%	97.19%	95.52%	97.47%	98.86%	97.19%	Awaiting response from Kirklees MC				100%	Progressive roll-out of the corporate credit card will increase the proportion of invoices paid within 30 days.
CH 11	Forecast Capital Payments (Actual figures £s)	£0.4m	£0.7m	£1.8m	£2.2m	£2.8m	£3.4m	£4.3m	£5.28m (£5.3m)	£6.5m (£7.5m)	£7.6m (£9.0m)	(£10.2m)	(£11.7m)	(£19.2m)	£9.0m (Dec target)	Figures to be provided on a monthly basis Targets are based on a profiled spending of the capital plan, starting from October. Targets for each individual month are in brackets.
CH12	Forecast Capital Payments (% Payments of overall capital plan)	1.95%	3.72%	9.21%	11.21%	14.38%	17.65%	22.21%	27.54% (27.54%)	33.9% (39.28%)	39.58% (46.68%)	(53.33%)	(60.89%)	(100%)	46.68% (Dec target)	Figures to be provided on a monthly basis It is not envisaged that the full £19.2m capital will be spent due to the timing of when capital expenditure occurs.
CH 13	Debtors – Value of debt outstanding which is over 60 days old	£75,134	£77,037	£69,605	£61,278	£65,857	£70,238	£66,328	£57,768	£75,991	£37,945				Information Only	Figures to be provided on a monthly basis.

Indicator	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment	
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar				
CH 14	Customer Satisfaction - % Overall Satisfaction with the service provided:	Quality of Service: Domestic									98.92%				↑ (98.54%)	>95%	Annual Survey. These satisfaction results are obtained through the Opinion Research Survey conducted throughout the year.
		Quality of Service: Non Domestic									100%				↔ (100%)	>95%	
		Home Fire Safety Checks									99.73%				New Indicator	>95%	
		School Fire Safety Visits									99.57%				New Indicator	>95%	

6. Performance Indicators – Comparison with other Fire and Rescue Services

The Metropolitan Fire and Rescue Services share information on a quarterly basis in respect of performance indicators. Information for the third quarter of 2009/10 (1 April – 31 December) and positions for the individual indicators are shown below. The information is unaudited and therefore may be subject to minor amendments, but it does allow up to date performance comparisons to be made between WYFRS and similar 'family group' FRs.

Lancashire Fire and Rescue Service has now been added to the list of FRS West Yorkshire wishes to compare itself with. This is in light of Lancashire's recent Organisational Assessment by the Audit Commission where it was given an 'Excellent' rating.









Data is also subject to the Fire and Rescue Authorities agreeing to share this data with WYFRS.

National Indicators

Indicator	Description	Greater Manchester	London	Merseyside	South Yorkshire	Tyne & Wear	West Midlands	Lancashire	West Yorkshire
NI 33(i)	Arson Incidents (All Deliberate Fires) per 10,000 population	40.82 (10,460)	7.15 (5,450)	55.82 (7,524)	35.03 (4,575)	49.02 (5,340)	31.24 (8,134)	28.87 (4191)	41.48 (9,129)
NI 33(ii)	Arson Incidents (Deliberate Primary Fires) per 10,000 population	10.27 (2,632)	Not collecting	11.42 (1,539)	9.07 (1,184)	8.68 (945)	6.42 (1,673)	5.58 (810)	7.93 (1,745)
NI 33(iii)	Arson Incidents (Deliberate Secondary Fires) per 10,000 population	30.55 (7,828)	Not collecting	44.49 (5,997)	25.97 (3,391)	40.35 (4,395)	24.81 (6,461)	23.29 (3381)	33.55 (7,384)
NI 49(i)	Number of Primary fires per 100,000 population	218.64 (5,602)	142.58 (10,864)	226.00 (3,046)	179.72 (2,347)	172.31 (1,877)	157.07 (4,090)	167.05 (2425)	155.73 (3,427)
NI 49(ii)	Number of Fire Fatalities per 100,000 population	0.51 (13)	0.51 (39)	0.59 (8)	0.54 (7)	0.18 (2)	0.73 (19)	0.83 (12)	0.50 (11)
NI 49(iii)	Number of Fire Casualties (exc. Preliminary Checks) per 100,000 population	9.72 (249)	7.53 (574)	9.20 (124)	4.36 (57)	5.69 (62)	4.49 (117)	8.54 (124)	7.63 (168)

Note 1: Actual numbers shown in brackets.

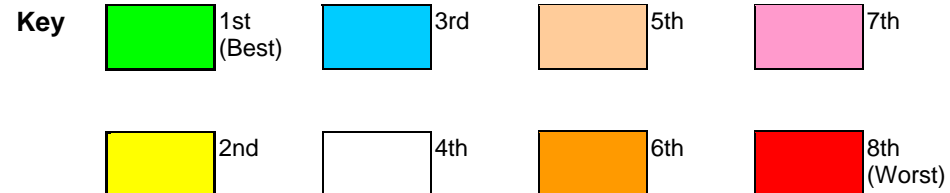
Key

	1st (Best)		3rd		5th		7th
	2nd		4th		6th		8th (Worst)

Service Delivery Indicators

Indicator	Description	Greater Manchester	London	Merseyside	South Yorkshire	Tyne & Wear	West Midlands	Lancashire	West Yorkshire
SD 1	Number of calls to: Accidental Fires in Dwellings per 10,000 dwellings (CFOA D1 Indicator)	16.55 (1,835)	14.65 (4,676)	16.45 (986)	9.47 (521)	11.01 (522)	12.48 (1,383)	14.80 (913)	10.40 (944)
SD 2	Number of deaths arising from accidental fires in dwellings per 100,000 population	Not reporting	0.41 (31)	0.37 (5)	0.31 (4)	0.09 (1)	0.46 (12)	0.41 (6)	0.32 (7)
SD 3	Number of injuries arising from accidental fires in dwellings per 100,000 population	Not reporting	5.28 (402)	6.75 (91)	2.45 (32)	3.58 (39)	2.57 (67)	5.72 (83)	4.41 (97)
SD 5	Number of calls to malicious false alarms per 1000 population - non attended (CFOA A2 Indicator)	0.41 (1,060)	0.32 (2,454)	0.11 (154)	0.08 (111)	0.06 (63)	Not reporting	Not reporting	0.27 (599)
SD 6	Number of calls to malicious false alarms per 1000 population - attended (CFOA A2 Indicator)	0.23 (595)	0.25 (1,931)	0.22 (290)	0.08 (105)	0.20 (217)	0.50 (1,289)	Not reporting	0.26 (572)
SD 7	False alarms caused by automatic fire detection apparatus per 1000 non domestic properties (CFOA A1 Indicator)	60.83 (5,620)	85.77 (23,975)	77.46 (2,969)	32.92 (1,220)	85.40 (2,680)	54.74 (5,015)	69.81 (3,551)	65.90 (4,965)
SD 9	Fires in non-domestic premises per 1000 non-domestic premises	8.29 (766)	8.80 (2,461)	Not reporting	6.07 (225)	8.60 (270)	8.13 (745)	Not reporting	5.77 (435)
SD 10a	The percentage of fires attended in dwellings where a smoke alarm had activated (CFOA C1 Indicator)	47.2%	Not reporting	Not reporting	Not reporting	50.0%	Not reporting	51.1%	49.8%
SD 10d	The percentage of fires attended in dwellings where no smoke alarm was fitted (CFOA C1 Indicator)	32.2%	57.8%	Not reporting	Not reporting	29.5%	Not reporting	Not reporting	25.5%

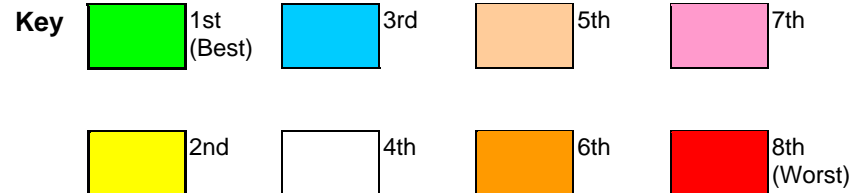
Note 1: Actual numbers shown in brackets.



Corporate Health Indicators

Indicator	Description	Greater Manchester	London	Merseyside	South Yorkshire	Tyne & Wear	West Midlands	Lancashire	West Yorkshire
CH 1	The level (if any) of the Equality Standard for Local Government to which the Authority conforms	3	5	Not reporting	3	4	3	Not reporting	4
CH 4	The number of working days/shifts per employee lost due to sickness absence - All Staff (CFOA C2 Indicator)	3.69	6.19	Not reporting	5.8	5.91	Not reporting	3.59	4.69
CH 8	Expenditure per head of population on the provision of fire and rescue services	Not reporting	Not reporting	Data not currently available	Data not currently available	Data not currently available	Not reporting	Not reporting	£38.45

Note 1: Actual numbers shown in brackets.

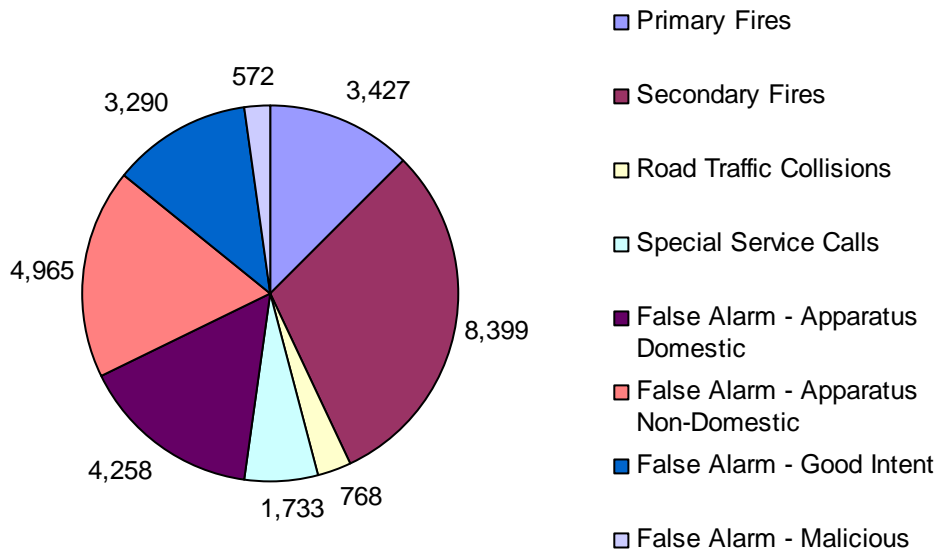


Note 2: Where two FRS's have achieved equal placing, both are shown in the same colour.

7. Incidents

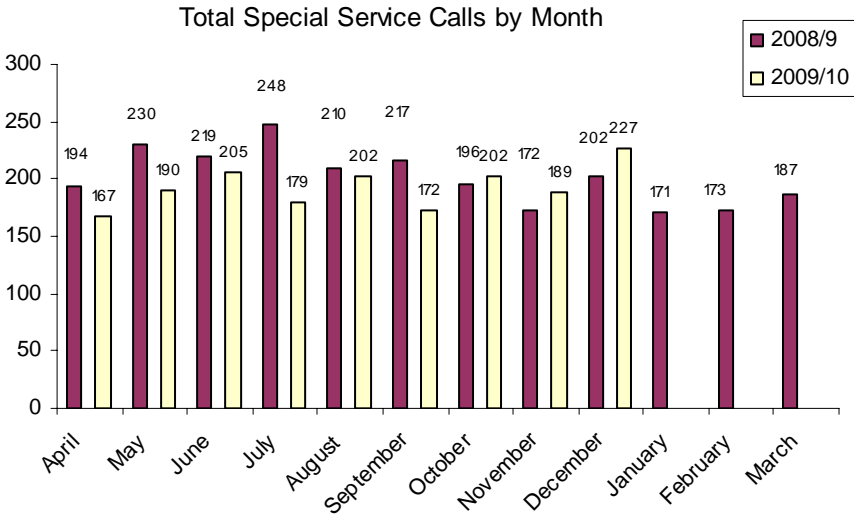
The table and chart below show the operational activity of West Yorkshire Fire and Rescue Service for the financial year to date, broken down into category of incident.

Incident Category	Number	Percentage
Primary Fires	3,427	12.5%
Secondary Fires	8,399	30.6%
Road Traffic Collisions	768	2.8%
Special Service Calls	1,733	6.3%
False Alarm - Apparatus Domestic	4,258	15.5%
False Alarm - Apparatus Non-Domestic	4,965	18.1%
False Alarm - Good Intent	3,290	12.0%
False Alarm - Malicious	572	2.1%
Total	27,412	100%



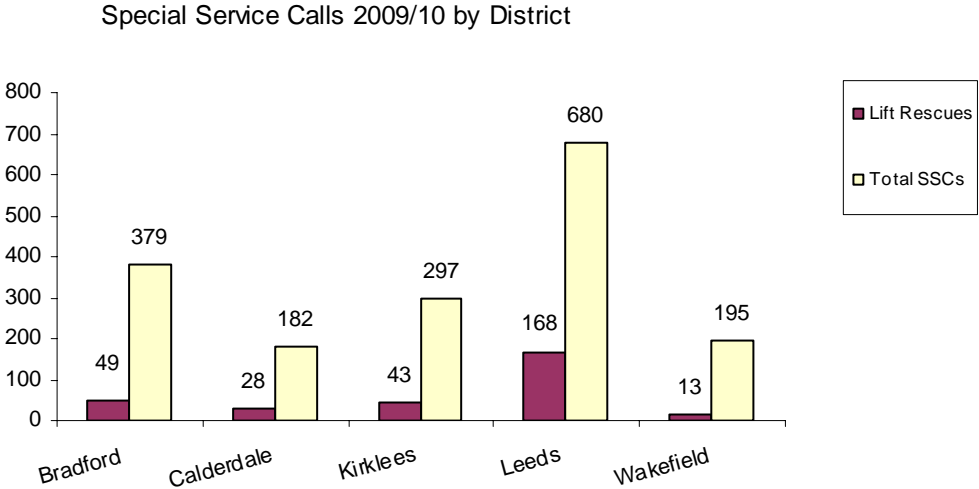
The Fire and Rescue Services Act 2004 sets out the categories of service for which charges can be made by FRA's and the persons who can be charged. However, the Act limits the amount charged to the cost of providing the service and prohibits FRA's from charging for fire-fighting or for the provision of emergency medical assistance. The sum recovered so far for 2009/10 is approximately £100,536.33 which is mostly comprised of charges for lift rescues (£72,891.81).

The chart below summarises the number of special service calls (chargeable and non-chargeable) attended by West Yorkshire Fire and Rescue Service for the financial year to date and provides a comparison with the figures for 2008/9.



Chargeable Special Service Calls – District Performance

The chart below summarises the performance of special services by each respective district for the 2009/10 financial year to date. Specific information relating to lift rescues has been included, as these incidents occur more frequently than other 'special service' categories.



8. 'Five Pumps and Above' Incidents (to 25 January 2010)

General Commentary

A number of additional pumping and special appliances are often mobilised to these types of incidents to undertake supporting activities.

Fire-related incidents of this type require the attendance of a fire investigation officer to determine the cause of the fire. The cause is included in the table, but in some circumstances, it may be uncertain, as follows:

- Not known - the evidence that remained after the fire was insufficient to determine the cause
- Doubtful - thought to have been deliberate, but an accidental cause cannot be ruled out
- Not yet recorded / Pending Investigation - as stated

For fires identified as deliberate, we work in accordance with a regionally agreed Memorandum of Understanding with the police, who are responsible for the investigation of all deliberate fires.

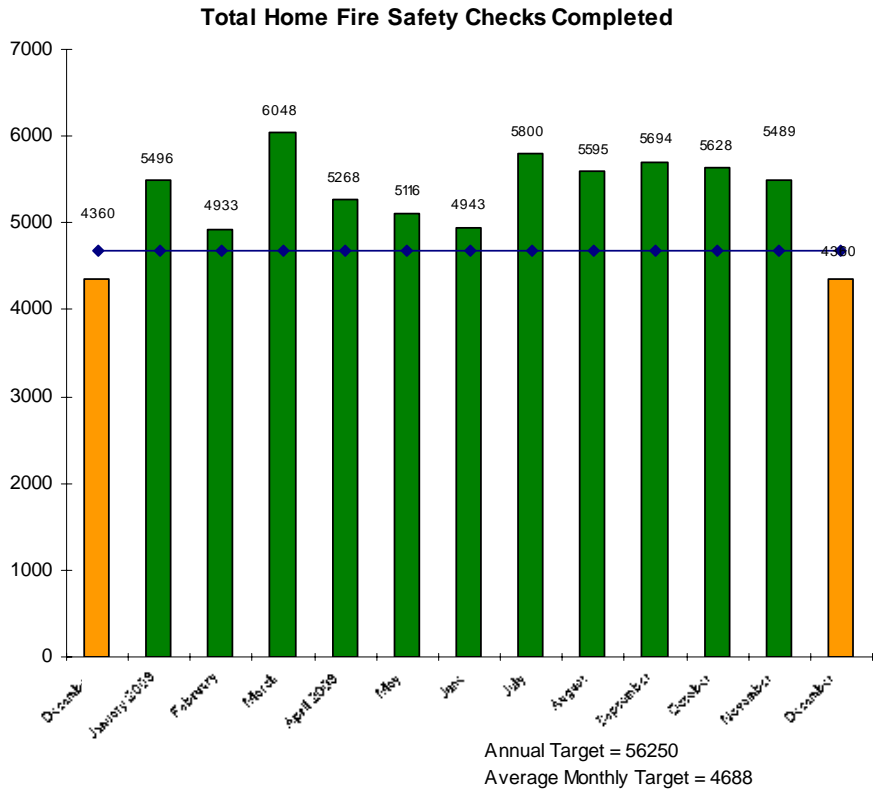
Each month, new incidents are added to the top of the table. These are shaded in white.

Date & Time	Address	Premises Use	Station Area	Cause	Pumps Plus Specials	Number of Personnel
11/01/10 7:25	Huddersfield Road, Dewsbury	Derelict Mill	83 (Dewsbury)	Not known	13 pumps 5 specials	9 Officers 70 FFs
26/12/09 20:26	Interfaith Education Centre, Listerhills Rd, Listerhills, Bradford	Education Centre	40 (Bradford)	Not yet recorded	9 pumps 4 specials	8 Officers 52 FFs
22/11/09 05:12	CC Continental 119- 129 Chapeltown Road, Chapeltown, Leeds	Supermarket	26 (Moortown)	Electrical Appliance	10 pumps 2 specials	10 Officers 49 FFs
14/11/09 17:31	Upwood Hall Farm, Ilkley Road, Riddlesden, Keighley	Agricultural	46 (Keighley)	Not yet recorded	10 pumps 2 specials	9 Officers 51 FFs
18/10/09 19:35	Barkerend Road, Bradford	Apartment under construction	40 (Bradford)	Deliberate	15 pumps 6 specials	10 Officers 83 FFs
10/10/09 22:55	Normanton Baptist Church, King Edward St, Normanton	Church Building	88 (Normanton)	Deliberate	11 pumps 5 specials	10 Officers 63 FFs
22/08/09 01:49	EK Animal Foods, Halifax Road, Cullingworth	Industrial	41 (Bingley)	Deliberate	10 pumps 2 specials	7 Officers 50 FFs
13/08/09 20:41	Wortley Heights, Tong Road, Armley, Leeds	Bin Chute	20 (Leeds)	Deliberate	11 pumps 4 specials	9 Officers 58 FFs

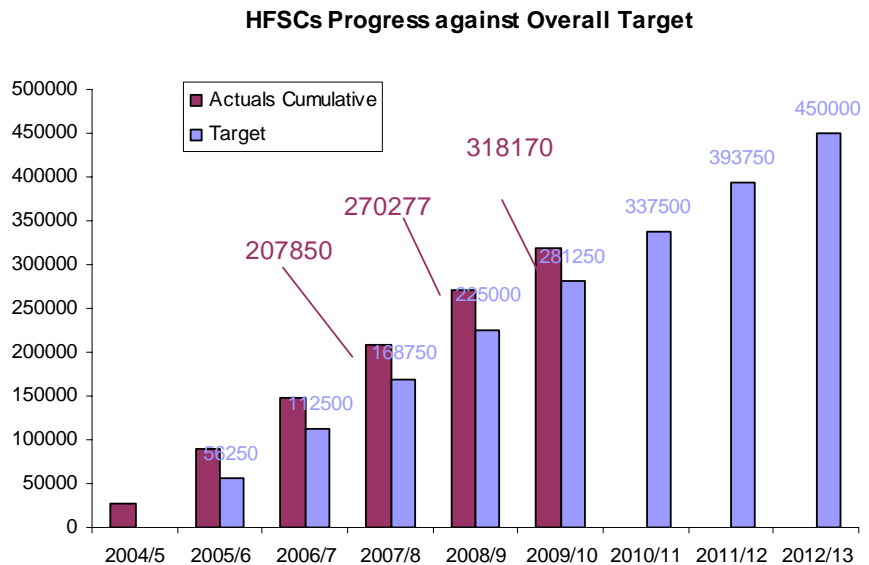
Date & Time	Address	Premises Use	Station Area	Cause	Pumps Plus Specials	Number of Personnel
20/07/09 17:51	Turnshaws Special School, Turnshaws Avenue, Kirkburton	Derelict Building	71 (Skelmatorpe)	Not Known	11 pumps 2 special	8 Officers 55 FFs
13/07/09 03:08	Canary Street, Cleckheaton	Electrical Wholesalers	62 (Cleckheaton)	Electrical Appliance	11 pumps 4 specials	8 Officers 59 FFs
09/07/09 04:08	Wormald Street, Liversedge	Trailer Units	62 (Cleckheaton)	Deliberate	12 pumps 3 specials	9 Officers 62 FFs
10/06/09 23:00	Art Glass, Ripley Street, West Bowling	Industrial	47 (Odsal)	Under Investigation	21 pumps 5 specials	10 Officers 111 FFs
06/05/09 05:24	Far Turbury Farm, Clegg Lane	Agricultural	63 (Elland)	Electrical	10 pumps 2 specials	8 Officers 51 FFs
03/05/09 20:48	Greenhill Social Education Centre, Florence St. Laisterdyke, Bradford	Office (unoccupied)	40 (Bradford)	Deliberate	10 pumps 3 specials	9 Officers 51 FFs
03/05/09 14:26	Manchester Road, Standedge, Marsden	Moorland	68 (Marsden)	Smoking Materials	10 pumps 1 special	4 Officers 50 FFs
12/04/09 10:15	Oldham Road, Rishworth	Moorland	64 (Halifax)	Deliberate	25 pumps 5 specials	9 Officers 126 FFs

9. Home Fire Safety Checks

The number of home fire safety checks in December has been recorded as 4360, which is 328 less than the average monthly target. In twelve months of 2008/9, WYFRS have exceeded the target by 6,177. The chart shows performance against the average monthly target and is formatted as per the traffic light colour scheme.



The Year 2 IRMP specified a target of 450,000 home fire safety checks to be completed by 31 March 2013. Averaged over the eight-year period, this sets an annual target of 56,250. The number of completed home fire safety checks for 2008/9 was recorded on PIMS as 62,427 which is 111% of this target. This total easily exceeds the 2007/8 total of 60,420. From the beginning of 2004/5 to date, a total of 318,170 home fire safety checks have been completed, representing progress of 71% towards the overall 2013 target of 450,000.



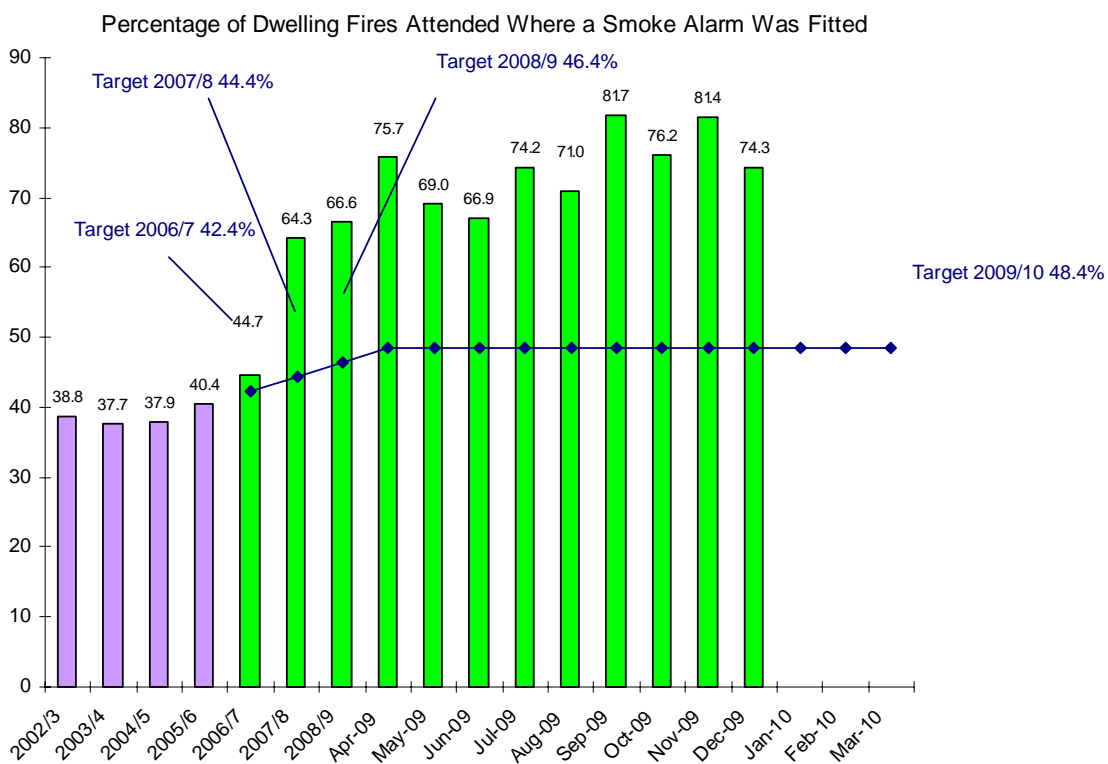
Smoke Alarm Ownership

Better performance is indicated by a higher percentage.

Targets were initially set in March 2006, based on the 2005/6 outturn of 40.4%, aiming for an actual increase of 2% each year.

Through analysis of high risk areas and groups, with improvements in partner referrals and the targeting of resources, performance improved considerably during 2008/9, leading to a significantly improved outturn figure of 66.6%, far exceeding the target of 46.4%, and this improvement has continued in the nine months of 2009/10.

The chart below shows month by month performance against target and is formatted as per the traffic light colour scheme.



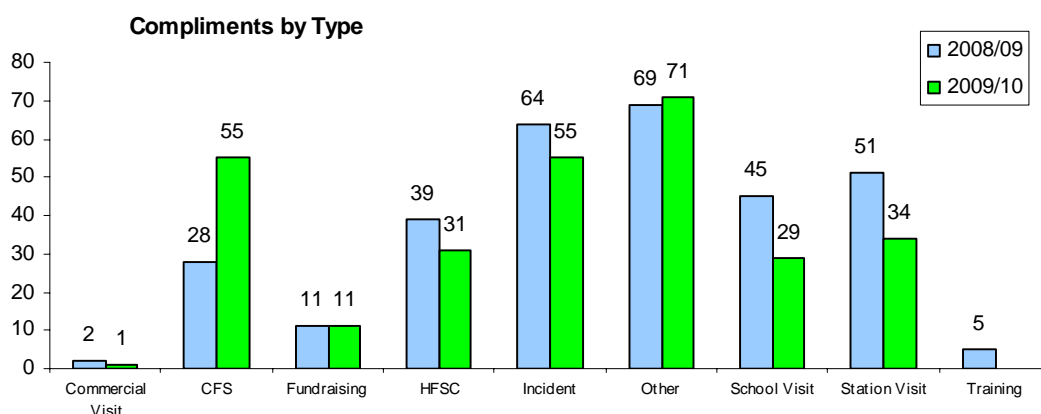
- Purple indicates no target set
- Red indicates target not achieved
- Amber indicates satisfactory performance (within 10% of target)
- Green indicates target achieved or exceeded

10. Compliments and Complaints

Compliments

The charts below show by type the number of compliments and complaints received by West Yorkshire FRS since 1 April 2008, and provide a comparison between the years 2008/9 and 2009/10.

In the nine months of 2009/10, West Yorkshire FRS has recorded 287 compliments, which is slightly more than the previous year's average of approximately 26.17 per month (314 in total).

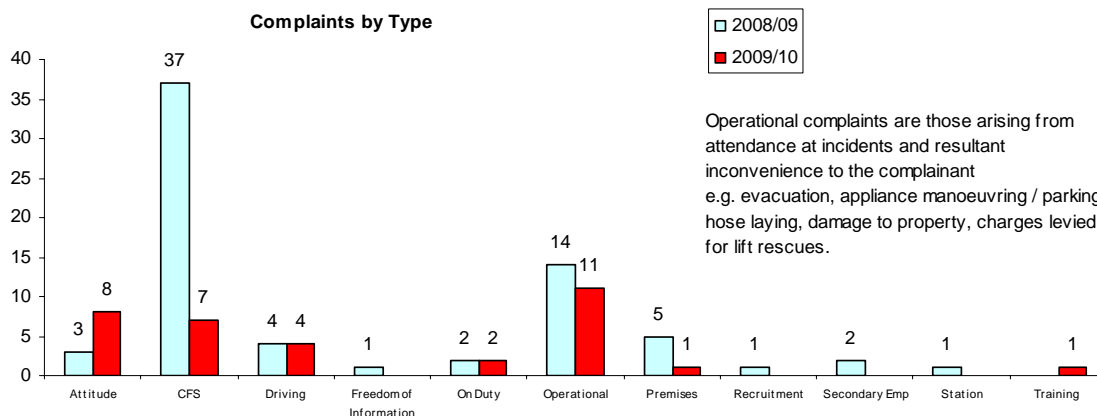


Complaints

After nine months of the financial year 2009/10, we have received thirty-four complaints as compared to sixty-three in the same period during 2008/9. (The high number 2008/9 complaints was exacerbated by the number received by CFS in relation to a mail shot where a number of envelopes were posted without stamps).

Thirty-three of the 2009/10 complaints have been resolved at Stage I of the complaints procedure. One is going and has now gone to Stage III of the complaints procedure. Fifteen of the complaints were upheld. All complaints are dealt with in a consistent manner, with appropriate remedial action taken where necessary.

One 2008/9 complaint went to stage three but its investigation was concluded 15/05/09.



11. Violence at Work

Attacks on Personnel

The table summarises the events reported by firefighters and CFS staff. For clarification, 'stoning' covers any thrown object identified as a stone; 'firework' covers fireworks thrown or launched; and 'missile' covers any other object used as a projectile.

Where stations have not reported any incidents of violence to staff, they have not been shown within the table. However, they still contribute to the number of incidents attended figures.

Attacks on Firefighters as a Percentage of Incidents Attended

District / Station	No.of Incidents Attended	Physical Assault	Missile Thrown	Firework thrown or projected	Stoning	Aggressive Behaviour	Verbal Abuse	Racist Abuse	Total	Percentage
Bradford District										
Bradford District CFS										
Bradford	2927		3	3	4	4	6	1	21	0.72%
FWG	1947		2		3	2	1		8	0.41%
Idle	978				1				1	0.10%
Keighley	1075		2			2			4	0.37%
Odsal	1908						1		1	0.05%
Shipley	864			1					1	0.12%
District Total	10503	0	7	4	8	8	8	1	36	0.34%
Calderdale District										
Calderdale District CFS							1		1	
Brighouse	597						2		2	0.34%
Halifax	1421		1				1		2	0.14%
Illingworth	528		2		2		2		6	1.14%
District Total	3357	0	3	0	2	0	6	0	11	0.33%
Kirklees District										
Kirklees District CFS		1			1				2	
Huddersfield	2565		1						1	0.04%
Batley	752	1							1	0.13%
Cleckheaton	631		2						2	0.32%
District Total	6262	2	3	0	1	0	0	0	6	0.10%
Leeds District										
Leeds District CFS						1			1	
Leeds	2991	1			1	1			3	0.10%
Gipton	2827		1	1					2	0.07%
Hunslet	2146		3		1	1			5	0.23%
Moortown	1158			2					2	0.17%
District Total	14407	1	4	3	2	3	0	0	13	0.09%
Wakefield District										
Knottingley	386				2				2	0.52%
Ossett	569		1						1	0.18%
South Elmsall	386					1			1	0.26%
District Total	5363	0	1	0	2	1	0	0	4	0.07%
Fire Investigation Team	273									
Totals	40165	3	18	7	15	12	14	1	70	0.17%

In the nine months of 2009/10, there have been 70 incidents of violence reported by West Yorkshire FRS staff, which is an average of 7.8 per month, indicating a reduction of approximately 26.42% on the number of incidents reported for 2008/9 (127 for the full year, at an average of approximately 10.6 per month).

To put the figures into perspective, the previous table shows the number of incidents in which firefighters were subject to violence as a percentage of attendance, by station and by district. Some smaller stations appear to suffer a relatively high percentage of attacks, but this is largely due to the smaller number of incidents attended from such stations.

However, there is a danger that the frequency and severity of the 70 attacks out of 40165 attendances may seem insignificant when considering these very small percentages (0.17% overall).

Although the number of attacks on firefighters has reduced, the Chief Fire Officer has re-emphasised that one attack is one too many and that every assistance and encouragement will be given to the police to bring offenders to court. Work is continuing with a variety of agencies from the police and district councils to community groups and youth leaders to address these issues.

District Actions to Address Violence

Districts are taking the following actions:

Bradford – Excellent community engagement has been ongoing with the Bradford District, and strong links have been forged with the Neighbourhood Policing Team (NPTs). Fire crews and CFS staff continue to communicate with youths in the local mosques, and also attend community events in the area. Further initiatives have included a BD3 community day held at Bradford Fire Station, organised football tournaments and a number of recruitment awareness days. All have proved to be a great success and have undoubtedly assisted in the District's attempt to drive down occurrences of violence to staff.

Unfortunately, violence against our staff in the Bradford area increased slightly in the late summer period of 2009. However, following productive discussions with community leaders and further bonfire initiatives across the District, attacks during the early autumn period have been negligible. Work continues within a number of schools where individuals and target years have received joint awareness training from the Bradford Arson Task Force and Police NPT.

Close working with the Police Neighbourhood Policing Teams at station level is showing benefits, and a significant reduction in violence has been noted, but efforts will be continued to eradicate it completely.

Calderdale – Young Firefighter scheme has been running at Halifax Fire Station for some time with the potential to expand into other areas within Calderdale. A firefighter is also carrying out some excellent work at Ovenden boxing club, in an area where we have previously had problems with violence towards staff.

The newly appointed arson task force manager, a retired Calderdale Police Sergeant, is making some very valuable links within the police service.

Calderdale operates a zero tolerance towards violence towards staff issues, this has led to more incidents being recorded by fire crews and fire and rescue staff. Calderdale District staff and the Arson Task Force team work with police to reduce the number of incidents of fire and possible confrontation. Assistant District Manager for Operations and Training

attends a fortnightly meeting chaired by a Superintendent at Halifax Police Station, which is also attended by Inspectors from the four Neighbourhood Policing Teams (NPTs). Any incidents of violence to staff are discussed at this meeting, it is also raised as a standing agenda item at district management meetings; introduced daily electronic recording system which is monitored by district personnel. All watches have also had the procedure (in relation to recording such incidents) confirmed whilst attending watch input days at Halifax Station.

On a Friday evening the duty Police inspector contacts Illingworth Fire Station with a direct contact number from an officer at Halifax Police station for use over the weekend, this number is also passed to Halifax Fire Station. This allows crews on the incident ground to speak to a Police officer who can mobilise resources to deal with any incidents, or violence towards staff issues, which may occur.

Kirklees - Youth Firefighter Scheme being delivered at Huddersfield. Ongoing engagement with the public through community work and liaison with local faith and community groups working closely at local level with NPTs and Neighbourhood Management Groups. Community engagement events being planned leading into summer period including a midnight youth football tournament and a community cricket gala. There is a specific agenda item for monthly District Management Meetings to discuss any occurrences with follow up actions. Awareness training has been delivered to station personnel. We are a partner agency in the Police ASBO Challenge initiative, supporting the police by providing education and awareness. Arson Task Force is now established and is working closely with other district partners to reduce the number of fire related incidents and possible confrontation.

Dewsbury station staff continue to support operational policy in terms of ensuring FF safety both when attending incidents and on more routine working within the community. In addition to this Dewsbury maintains close links with the NPT Teams in terms of identifying areas of concern within Dewsbury Station area and ensuring that watches are briefed on any intelligence gathered. The Neighbourhood Management team meetings that take place at Dewsbury are avenues to further feed in reports on areas to avoid and indeed areas where we can, with sustained co-operation from other organisations, work to the betterment of the community by specifically targeted events that help to reduce the incidence of Anti Social Behaviour which has been identified as a factor in subsequent violent behaviour. One of these recent events is the ASB Challenge project which has run over the last 6 weeks.

The incident involving a member of our CFS staff is still being investigated by the police. Our employee has now returned to work, although currently on modified hours with the intention to return fully in the near future.

Leeds - Engaging with the public through community work; good links with the police and Youth Offending Teams; Young Firefighter courses at Gipton and Rothwell. Encouraging the reporting of incidents and vigilant use of 'silent witness' cameras; now forging closer links with Neighbourhood Policing Teams (NPTs).

Additional links have been made with CCTV operators for the district. When mobilised to incidents certain stations can now contact CCTV operators directly and request the appliances to be monitored in and around known "hot spots". This initiative has been publicised in the local press to warn offenders that they are likely to be caught on camera and subsequently prosecuted.

All Leeds District Station managers have been encouraged to form direct links with Neighbourhood Policing Teams, multiple "Operation Champions" have been and continue to be completed throughout the district year on year. The volume of work continually completed in community engagement and education by Community Safety Staff and Operational

Personnel has begun to pay dividends. The instances of violent acts committed against Fire Authority staff within the Leeds District has fallen to an impressive low, this trend reflects the commitment and groundwork that has been applied throughout the district by all personnel.

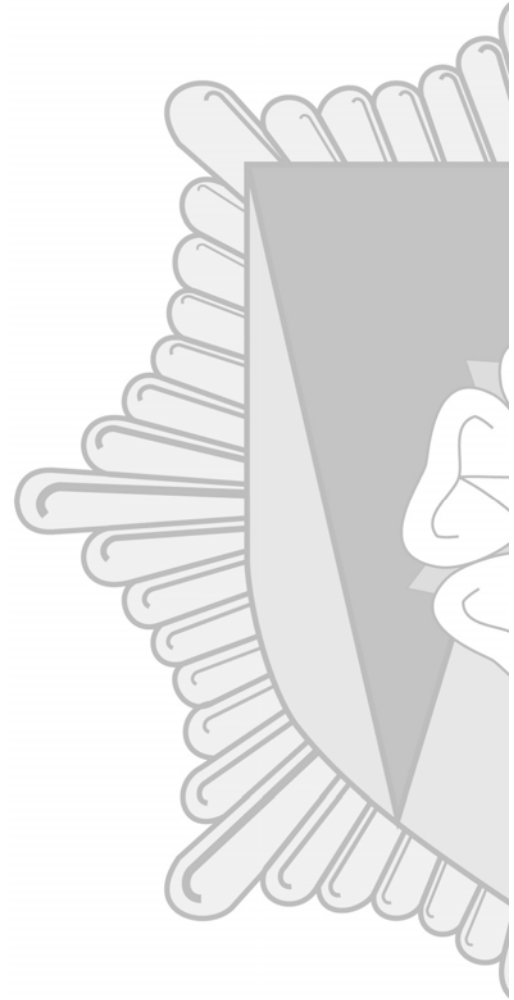
Wakefield – Reporting directly to the council through the Strategic Intelligence Report and liaising with the police through the weekly tasking meeting and Neighbourhood Policing Teams (NPTs); raised as a standing agenda item at district management meetings with specific action plan to follow up. The arson reduction team engage quickly in addition to the above where an attack does take place to liaise with NPT, schools and attending fire crews.

Recent meetings have taken place with the head of youth services and members of the youth services team, to explore and develop joint work streams. One area being developed is to provide engagement opportunities in the event of an attack over and above the work done at Young Firefighter level.

Recent work progressing with Wakefield District Housing, NPT and Wakefield Metropolitan District Council in the South Hindley area following repeated incidences of ASB. This work is ongoing with the Arson reduction Team leading WYFRS work in this area.

Operations Department - Representatives from the Fire Investigation Team, Arson Task Force and Station Command recently visited Merseyside Fire & Rescue Service to evaluate the policies and procedures they had put in place to reduce violence at work. Merseyside have embedded their violence at work reduction strategy into their Threat Response Team, a team that also deals with anti-social fires and the arson reduction strategy. The main focus of their work is education and inclusion with Fire Service and Police Liaison Officers in the secondary education establishments in the areas of greatest risk. Those Liaison Officers engage with the students, presenting positive role models and educating them on the impact and consequences of deliberate fire setting and attacks on firefighters. The rationale being, driving down the number of anti-social fires will reduce the exposure to firefighters and reduce the risk of attack. Having given the education and support, the Fire & Rescue Service in partnership with the Police have a zero tolerance to violence at work and will proactively pursue and prosecute offenders. Each of these strategies is being evaluated by the Operations Department in liaison with Community Safety in order to establish best practice for the West Yorkshire Fire & Rescue Service.

PREVENTING PROTECTING RESPONDING



West Yorkshire Fire and Rescue Service
Oakroyd Hall
Birkenshaw
BD11 2DY

www.westyorkshirefire.gov.uk

WYFRA	AUTHORITY	19 FEBRUARY 2010	ITEM No
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REPORT OF: CHIEF EXECUTIVE/CHIEF FIRE OFFICER, THE DIRECTOR OF CORPORATE RESOURCES AND THE CHIEF FINANCE OFFICER

PURPOSE OF REPORT: THE PURPOSE OF THIS REPORT IS TO PRESENT A DRAFT CAPITAL INVESTMENT PLAN, A DRAFT REVENUE BUDGET AND A TREASURY MANAGEMENT STRATEGY FOR THE THREE YEARS TO 2012/2013

RECOMMENDATION: IT IS RECOMMENDED THAT MEMBERS APPROVE THE RESOLUTION SET OUT IN SECTION 12 OF THIS REPORT.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY: NONE

ACCESS CONTACT OFFICERS: GEOFF MAREN, CHIEF FINANCE OFFICER, OAKROYD HALL, BIRKENSHAW. TELEPHONE: 01274 655711

BACKGROUND TO PAPERS OPEN TO INSPECTION: BUDGET WORKING PAPERS LOCAL GOVERNMENT FINANCE SETTLEMENT.

CIPFA'S CODE OF PRACTICE ON TREASURY MANAGEMENT IN THE PUBLIC SERVICES; CIPFA'S PRODNENTIAL CODE FOR CAPITAL FINANCE IN LOCAL AUTHORITIES; LOCAL GOVERNMENT ACT 2003.

1. INTRODUCTION

This is a consolidated report which will present the Management Board's proposals for:-

- (i) a Capital Investment Plan for the three years to 2012/2013,
- (ii) to present the prudential indicators to support the financing of the capital plan.
- (iii) a Revenue Budget for the same period; and
- (iv) a Treasury Management Strategy to fund the Capital Investment Plan and the cash flow implications of the 3 year Revenue Budget.

The consolidation is intended to show how all four elements are very closely related.

2 PROPOSED CAPITAL INVESTMENT

- 2.1 The Management Board is proposing a level of new investment over the period 2010/11 to 2012/13 amounting to **£32.9m**. The three-year plan is significantly higher than in previous years which is accounted for by the investment of £11m in North Wakefield to deliver the 2007/2008 IRMP. The detailed plans are attached at Appendix E with the summary at programme level as follows:-

Overall Summary of Capital Investment Plan

	2010/11	2011/12	2012/13
	£m	£m	£m
Human Resources	0.200		
Fire Safety & Community Relations	1.063	0.900	0.900
Operations	1.514	0.668	0.043
Corporate Resources	8.506	10.631	8.481
Planned Investment	11.283	12.199	9.424

- 2.2 The costs of funding the proposed capital programme have been included within the draft revenue budget.
- 2.3 It is proposed that the investment is funded principally by borrowing. The overall summary of the funding is shown in the table in paragraph 3.2 below.

3. PRUDENTIAL INDICATORS

3.1 The CIPFA Prudential Code requires that local authorities produce a number of prudential indicators before the beginning of each financial year and have them approved by the same executive body that approves the budget. The purpose of the indicators is to provide a framework for capital expenditure decision making, highlighting the level of capital expenditure, the impact on borrowing levels, and the overall controls in place to ensure the activity remains affordable, prudent and sustainable.

Some of the indicators are specific to the Authority's treasury management activity and are set out in the treasury management section of this report. The rest of the indicators are set out below.

3.2 Capital Expenditure, Capital Financing Requirement and External Debt

The Authority's capital expenditure projections, detailed elsewhere in this report, are summarised below. Capital expenditure impacts directly on the Capital Financing Requirement (CFR) and the Authority's debt position. The CFR reflects the Authority's underlying need to borrow for a capital purpose. Any difference between the CFR and external borrowing reveals that the Authority is using some internal balances, such as reserves/creditors, to temporarily finance capital expenditure.

TABLE 1	Actual 2008/09 £000s	Estimate 2009/10 £000s	Estimate 2010/11 £000s	Estimate 2011/12 £000s	Estimate 2012/13 £000s
Capital Expenditure	11,636	10,000	10,000	10,000	10,000
Financed by -					
Supported Borrowing	4,166	4,946	4,946	4,946	4,946
Unsupported Borrowing	7,132	4,066	4,729	4,954	4,054
Capital grants	338	988	0	0	0
Capital receipts	0	0	325	100	1,000
Anticipated Slippage	0	0	0	0	0
CFR as at 31 March	52,069	59,001	65,625	71,793	77,811
External debt 31 March					
-					
Borrowing	49,657	57,745	63,339	70,974	77,450
Other LT liabilities	433	333	228	118	0
Total debt	50,090	58,078	63,567	71,092	77,450

3.3. Limits to Borrowing Activity

The first key control over the Authority's borrowing activity is a Prudential Indicator to ensure that over the medium term, net borrowing will only be for a capital purpose. Net external borrowing should not, except in the short-term, exceed the total Capital Financing Requirement in the preceding year plus the estimates of

any additional capital financing requirement for 2009/10 and the next two financial years. This allows some flexibility for limited early borrowing for future years.

Other than for short periods of time and to manage cash flow requirements, the Authority comfortably complied with the requirement to keep net borrowing below the relevant Capital Financing Requirement in 2008/09, and no difficulties are envisaged for the current or future years.

- 3.4 A further two Prudential Indicators control the overall level of borrowing. These are the Authorised Limit and the Operational Boundary. The Authorised Limit represents the limit beyond which borrowing is prohibited. It reflects the level of borrowing which, while not desired, could be afforded in the short-term, but is not sustainable. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3(1) of the Local Government Act 2003.
- 3.4.2 The operational boundary is based on the probable external debt during the course of the year. It is not a limit and actual borrowing could vary around this boundary for short times during this year.

The Authority is asked to approve the following limits for its total external debt, gross of any investments. These limits separately identify borrowing from other long term liabilities such as finance leases.

TABLE 2	2009/10	2010/11	2011/12	2012/13
	£m	£m	£m	£m
<u>Authorised limit for external debt</u>				
Borrowing	62.7	72.8	79.9	86.0
Other long term liabilities	0.3	0.2	0.1	0.0
Total	63.0	73.0	80.0	86.0
<u>Operational boundary for external debt</u>				
Borrowing	54.5	65.3	71.8	77.9
Other long term liabilities	0.4	0.3	0.2	0.1
Total	54.9	65.6	72.0	80.0

3.5 Affordability Prudential Indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. The following two indicators provide an indication of the capital investment plans on the overall finances of the Authority:

3.5.1 Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital (borrowing costs net of investment income) against the net revenue stream (amounts met from Revenue Support Grant, local taxpayers and balances):

	Actual 2008/09	Rev Est 2009/10	Estimate 2010/11	Estimate 2011/12	Estimate 2012/13
Ratio of financing costs to net revenue stream	4.90%	5.66%	6.26%	6.95%	6.41%
based on precept increases of 2.0%	3.95%	2.95%	1.94%	2.09%	2.01%

3.5.2 Effect on the Precept

This indicator estimates the incremental impact of capital investment decisions proposed in the budget report, over and above capital investment decisions that have been previously taken by the Authority:

	Proposed Budget 2010/11	Forward Projections	
		2011/12	2012/13
Increase in expenditure net of Central Government Support (£000s)	+44	+325	+532
Increase in Precept (Band D)	+0.07	+0.48	+0.78

The increase in the precept is a result of a forecast increase in the cost of borrowing over the next 3 years together with a lower level of capital grants than was previously included.

4. REVENUE BUDGET AND MEDIUM TERM FINANCIAL PLAN

- 4.1 It is proposed that the Authority should, in line with good practice, produce a three year Revenue Budget. This will accommodate not only the Prudential Guidelines but help to reflect the longer term implications of the Integrated Risk Management Plan (IRMP), which is a key component of the Corporate Plan.
- 4.2 Clearly the Authority will only be asked to approve a precept for the first year, thereby fixing only the first year of the three year plan.
- 4.3 This section of the report will set the scene for the appropriate consideration of the Revenue Budget for the three-year period. The report will:-
- (i) review the level of balances likely to be available at the start of the new financial year;
 - (ii) evaluate the cost of providing the current level of service in 2010/2011– a Service Standstill;
 - (iii) review the Local Government Finance Settlement for 2010/2011 and examine the potential impact of changes in funding in the following 3 years.

Review of 2009/2010

- 4.4 The 2009/2010 budget was the second year of the three year settlement announced by CLG which delivered a 2% increase in grant which was in line with the original settlement.
- 4.5 The approved budget included service developments of £0.488m which were funded by efficiency savings of £0.588m. The original budget used £1.2m of balances plus £0.055m of collection fund surplus to deliver a precept increase of 2.94%. This formed part of a three year strategy to deliver increases below 3% for the spending review period.
- 4.6 There is little doubt that 2009/2010 has been an unprecedented year in terms of the economy caused principally by the collapse of the banking industry. The world economy entered a period of recession with the UK Economy still being in recession at the end of 2009. The Authority has not been significantly affected by the recession in 2009/10 but it is likely to have a significant impact on the medium term plan.
- 4.7 Whilst the Government have confirmed that the Authority will receive a further 2% increase in grant for 2010/2011 they have also indicated significant cuts in public expenditure with effect from 2011/2012. As a result the Authority suspended firefighter recruitment from December 2009.

- 4.8 In terms of actual expenditure the Authority is forecasting an under spending of £1m principally a result of lower than budgeted pay awards and delayed recruitment.

Revenue Balances

Minimum Revenue Balances

- 4.7 The Authority needs to maintain a level of General Fund Balances as safety net to meet any unforeseen and unplanned expenditure, this would include changes in interest rates, greater than budgeted pay awards, legal challenges and increases in activity.
- 4.8 The minimum level of balances required is calculated using the Authorities corporate risk register. This document identifies all the major risks to business continuity the Authority may face, evaluates the potential cost and looks at measures to control or limit the risk. The risk register is maintained by the Risk Management Group, which is chaired by the Authority chair and reports regularly to the Audit Committee. The current risk matrix was approved by the Audit Committee in November 2009.
- 4.9 The current register identifies a requirement to maintain a minimum revenue balance of £1.8m which is a small increase on the figure to reflect the changing economic climate. This leaves £5.3m of available balances.

Strategy for Use of Balances

- 4.10 Over recent years the Authority has been unable fund the full cost of the service through government grants and precept and has supported it by using revenue balances. The use of revenue balances to fund ongoing expenditure is not sustainable and the strategy for the use of balances must reflect this.
- 4.11 The strategy has been to remove the dependence on balances gradually without having a significant impact on the precept. This is done by reducing the amount of balances used each year gradually to avoid a cliff edge between financial years. The under spending in the current financial year means that greater balances are available to support the revenue budget and this is reflected below. The proposed use of balances in paragraph 4.12 goes against the normal strategy with greater balances being used in 2011/2012 than 2010/2011, which reflects the anticipated loss of grant in 2011/2012 and future years.
- 4.12 It is therefore recommended that balances are released :-

2010/2011	£0.65m
2011/2012	£1.50m
2012/2013	£1.50m
2013/2014	£1.00m

This strategy reserves balances for the spending review commencing 2011/2012 where there is uncertainty over the level of central government funding. Whilst this only accounts for £4.65m of the available balances in view of the uncertainty of future funding it is prudent to reserve these balances. It is also likely that the use of balances in 2011/2012 and future years will change once the detail of the settlement is known.

Collection Fund

4.13 The five West Yorkshire district councils have advised the Authority that there will be a net deficit on the collection fund of £50,905 which will add to the Authority's overall budget requirement.

5 REVENUE SUPPORT GRANT SETTLEMENT

5.1 The provisional revenue support grant announced by government for 2009/2010 on 26 November 2009 and confirmed in 20 January 2010 showed no change from the provisional figure announced as part of the three year settlement for 2008/2009 with total grant of £57.490m.

5.2 The formula continues to be based on four blocks :-

- Relative needs amount - which reflects the cost of the service
- Relative Resources block – which reflects the ability to raise council tax
- Central allocation – which is based on the population of the area
- Floor damping - which acts as a safety net and guarantees that all authorities receive minimum cash increase in grant. This has been set at 1%, 0.5% and 0.5% for the three years of the settlement respectively.

5.3 A summary of three year settlement for West Yorkshire which shows no change from the provisional settlement is :-

	Grant £m	Increase
2008/2009	55.267	3.2%
2009/2010	56.368	2.0%
2010/2011	57.490	2.0%

All three major political parties have made it clear that 2011/2012 will see significant reductions in government funding and the Authority should plan for this as part of its medium term financial strategy. This will have a significant impact on the medium term financial plan.

6. POSITIVE ASSURANCE STATEMENT

6.1 Under Section 25 of the Local Government Act (2003) the statutory Chief Financial Officer is required to give positive assurance statements in the robustness of budget estimates and the adequacy of reserves and balances

6.2 If members approve the recommendations in this report on the level of specific reserves and the strategy for use of balances I can give the Authority positive assurance on the adequacy of reserves and balances. This assurance is given having considered the following matters:-

- a) This Authority has robust risk management arrangements and the Chief Finance Officer uses a Risk Management Matrix to calculate the minimum level of balances.
- b) The Authority is single purpose and does not face as full a range of risks to manage as a multi-purpose authority.
- c) The Authority's revenue reserves have not generally been consumed during the year by overspendings but have been maintained throughout the year.

6.3 I can also give you positive assurance on the accuracy and robustness of all the forecasts and estimates in the budget proposals.

In giving these assurances I have considered the following matters:-

- (i) The internal control environment and in particular the checks and balances within our budget process and our arrangements for budgetary control. In addition, I am satisfied that the Authorities financial systems provide a sound basis for accurate financial information.
- (ii) The detailed work on risk assessments.
- (iii) The long-term tradition and track record of the Authority in managing its overall budget;

7. A STANDSTILL BUDGET - MAINTAINING THE CURRENT LEVEL OF SERVICE

- 7.1 A standstill budget has been prepared for 2010/2011, for the purposes of providing a base line from which to measure change in the proposed budget. This is calculated by updating the 2009/2010 Budget for increases in pay, prices, new financing charges and other technical adjustments. **A standstill budget for 2010/2011 would amount to £93.722m.** The changes from the 2009/2010 budget are explained in the table below:-

Table 7. Calculation of Standstill Budget 2010/2011

	£m	£m
2009/2010 Revenue Budget		92,141
<u>Adjust for Inflation</u>		
Pay and price increases		0.574
Cost of financing the draft capital plan		0.820
Changes in level of government funding		-0.090
Full year effect of 2008/2009 approvals		0.277
2010/2011 standstill Budget		93,722

- 7.2 Details of the standstill budget is provided in Appendix F. This includes the draft budget for the Yorkshire & Humberside Regional Control Company. This budget is not included within the overall figures and is provided for information only as it will be managed by this Authority.

8. MEDIUM TERM FINANCIAL PLANNING

- 8.1 As mentioned in the introduction to the report the Authority will be asked to approve a three year medium term financial plan including the revenue budget for 2010/2011. Over the past three years the Authority has had details of the following year's Revenue Support Grant settlement when approving the revenue budget which has assisted in the development of a sustainable plan.
- 8.2 Although the Authority has received details the Revenue Support Grant settlement for 2010/2011, information for 2011/2012 and future years will not be available until after the General Election and more than likely will not be released until the autumn of 2010. What is clear is that the overall economic situation of the Country will require significant cuts in public expenditure over the next 5 years if public sector borrowing is to be reduced. Whilst no actual figures have been released it is generally accepted that this will mean cuts of between 15% and 20% in public spending.
- 8.3 Nationally each of the political parties has indicated which of the services are likely to protect and Fire is not included.
- 8.4 As a result of this the Management Board has been preparing planning options based on future revenue support grant settlements between cash standstill and a 3% year on year cash reduction. These options would leave the Authority having to find efficiency savings of between £11m and £20m by 2013/2014. Clearly savings of this magnitude need a strategic approach if front line services are to be protected and the management board is preparing a medium term strategy to deal with this position.
- 8.5 It is therefore more important than ever that the Authority take account of the medium term financial strategy when considering the 2010/2011 revenue budget.

9. PROPOSED REVENUE BUDGET 2010/2011

- 9.1 Following consultation with the members of the Authority the Management Board has produced a draft budget to of £93.510m which will deliver a precept increase of 2%. The Management Board believe that this level of increase coupled with the strategic use of £0.6m balances will enable the Authority to take the required strategic approach to achieve savings in front line services during the three year financial planning period, whilst at the same time providing resources for essential operational training. The draft revenue budget is provided in appendix F.
- 9.2 In order to achieve this level of precept it has been necessary to suspend fire fighter recruitment for 2010/2011.

9.3 Details of the movement from the 2010/2011 standstill budget are shown below:-

	£m	£m
2010/2011 Standstill budget		93.722m
Add service developments		
Approvals December 09 Authority meeting		
Command and capacity review	0.198	
Additional training implementation of specials review (water rescue and USAR)	0.200	0.398
Increased costs of building maintenance Contracts		0.095
Inter agency liaison training		0.080
Savings through freeze on recruitment		-0.756
Savings through restructure of communications department		-0.029
2011/2012 Revenue Budget		£93.510m

MEDIUM TERM FINANCIAL PLAN

- 9.4 As mentioned previously in the report the Authority has not received any formal indication of the likely level of revenue support grant for the period 2011/12 to 2013/14 although the indications are that grants will be cut in real terms.
- 9.5 For the purpose of the medium terms strategy it has been assumed that grants will remain at the same cash level as 2011/2012 and that precept increases are limited to 2% for the same period.
- 9.6 The Management Board is however already working on plans to deliver a medium term strategy based on actual reductions in grant of between 0 and 5% per year through the period. For that reason it is likely that the proposed strategy for the use of balances from 2011/2012 will change once more details of the settlement are known.
- 9.7 The Management Board will continue to report progress on the future planning process during 2010/2011.

10. WYFRA TREASURY MANAGEMENT STRATEGY

10.1 Purpose of report

10.1.1 The Authority has formally adopted CIPFA's Code of Practice on Treasury Management, and is thereby required to consider a Treasury Management Strategy before the start of each financial year. The strategy needs to outline future borrowing and investment strategies, lay down a policy for repayment of debt, and set out certain treasury management indicators.

10.1.2 Following a report by Parliament's Communities and Local Government Select Committee in May 2009, CIPFA published a revised Code of Practice in November 2009. The implications of the revised Code relating to the Treasury Management Strategy have been incorporated in this report.

10.1.3 In addition, the Department for Communities and Local Government (CLG) is currently consulting on revised guidance on local authority investments, which is expected to apply from April 2010 onwards. Both the existing 2004 guidance and the proposed guidance require the Authority to approve an Investment Strategy before the start of the financial year. If the final guidance issued by CLG differs materially from the draft, then the Authority may be asked to approve an amended strategy at a later date.

Key points

10.2 Outlook for the economy and interest rates

10.2.1 The UK is currently in the longest recession since World War II. Bank failures, combined with rising energy and commodity prices, caused a sharp reduction in consumer and business spending in 2008, with a resulting negative impact on GDP growth and employment. Financial institutions exacerbated the recession by restricting credit in an effort to repair their own balance sheets, although extensive government and central bank intervention has supported economic activity to an extent.

10.2.2 The discretionary fiscal stimulus, bank rescues, increased benefit payments, and reduced tax revenues have caused a significant deterioration in the national finances. Public sector net borrowing is expected to exceed £175bn in 2009/10 and remain high in subsequent years, pushing the national debt towards 100% of GDP. Whatever the result of the 2010 general election, the next government is expected to cut spending and raise taxes, slowing the country's economic recovery.

10.2.3 Although the UK economy is expected to have returned to growth in the last quarter of 2009, restricted bank lending and fiscal tightening mean it is unlikely that the absolute level of GDP will return to pre-recession levels in the near term. The resultant spare capacity is likely to keep inflation low in the medium term. The Bank of England recognises that simultaneous fiscal and monetary tightening could endanger the economy's recovery, and it is therefore likely to exercise caution before raising interest rates in the absence of obvious inflationary pressures.

10.2.4 The scope for short-term interest rate rises in 2010/11 is therefore limited. Bank rate is likely to remain at 0.5% for the whole of 2010, increasing quite rapidly thereafter, but remaining below pre-recession levels into 2012. Money market rates such as LIBOR, will rise earlier in anticipation of monetary tightening, but they are also likely to remain close to record lows for a considerable period. Long-term PWLB rates may rise due to a large increase in the supply of gilts over the next few years, but are likely to be around 5%.

10.2.5 The Authority uses Kirklees Council's treasury management team to carry out its treasury management activities. Their interest rate forecasts are summarised as follows:

	Average Base Rate	50 Year PWLB Rate
2010/11	0.5%	4.7%
2011/12	2.0%	4.8%
2012/13	3.0%+	4.9%+

10.3 Borrowing and Investment – General Strategy for 2010/11

10.3.1 The Authority primarily borrows to finance capital expenditure, although it also needs to facilitate day-to-day cash-flow variations. The Authority's underlying need to borrow for capital purposes is known as the Capital Financing Requirement (CFR). Although the Authority does not need to borrow externally at this level as it could use internal balances (such as revenue balances, net creditors) to offset borrowing, it has in the past chosen to invest balances externally and borrow to a level as near to the CFR as possible.

10.3.2 Forecasts for CFR as at 31 March are as follows:

	2010/11 £m	2011/12 £m	2012/13 £m
CFR	65.6	72.0	77.8

10.3.3 Prior to 2009/10 the Authority's policy had been to borrow up to its CFR. The reason for following this policy rather than minimise external borrowing were largely twofold:

- Firstly, under the prudential borrowing regulations, the Government has the right to impose restrictions on overall authority borrowing, if it is felt to be in national economic interests. Although the method of control has never been clarified, it was felt quite possible that limits may have been placed on external borrowing levels. If this had been the case, authorities with low amounts of borrowing in relation to their CFR may have been in a disadvantageous position. If the Government had set limits on new external borrowing, the Authority may have been restricted as to its use of its "internal balances" (i.e. revenue balances, reserves and net creditors) because their use would have compelled the Authority to replace them with additional borrowing. By externally investing "internal balances", the Authority increased its external borrowing and thus safeguarded its position if the Government had introduced a policy of borrowing restrictions.

- Secondly, the external investment of balances had been more advantageous in terms of achieving budgetary benefits. The investment of these monies had earned a better return for the Authority (sometimes over 2%) than could be achieved by minimising its borrowing.

10.3.4 With the onset of instabilities in the financial markets and the economic downturn, the policy changed to one of ensuring the security of the Authority's balances. This coincided with dramatic falls in investment returns making the budgetary benefit of maximising external borrowing more marginal (less than .50%) and a growing belief that it was unlikely that, in the current climate, the Government would impose any borrowing restrictions on local authorities.

10.3.5 The Chief Finance Officer believes that the borrowing and investment strategy for 2010/11 must continue to place emphasis on the security of the Authority's balances. Until there is improved confidence in the financial markets and investment returns begin to rise, it is recommended that balances should only be invested to a level which is perceived to be very secure and which is needed in terms of liquidity (helping to meet the day-to-day cash flow requirements of the authority). The remainder of the balances will be effectively invested internally, that is used to offset borrowing requirements.

10.4 Investment Strategy

10.4.1 Investment guidance issued by CLG requires that an investment strategy, outlining the authority's policies for managing investments in terms of risk, liquidity and yield, should be approved by the Authority, before the start of the financial year. This strategy can then only be varied during the year by the same body.

10.4.2 The guidance splits investments into two types – specified and non-specified.

- Specified investments are those offering high security and liquidity. All such investments should be in sterling with a maturity of no more than a year. Investments made with the Government (DMADF) and a local authority automatically count as specified investments, as do investments with bodies or investment schemes of "high credit quality". It is for individual authorities to determine what they regard as "high quality credit".
- Non-specified investments have greater potential risk, being investments with bodies that are not highly credit rated or credit rated at all, and investments over a year.

10.4.3 As stated in paragraph 2.2.4 above, it is recommended that the Authority maintains a strategy which gives priority to security and liquidity before seeking the highest return – this in line with Government guidelines and CIPFA's Code of Practice. The Authority will keep investment balances to a minimum, holding them primarily for liquidity purposes to aid day-to-day cash flow requirements. The balance would normally be around £2 million

but may be higher in July to September due to a large advance receipt of pension grant in July.

10.4.4 In terms of specified investments, it is proposed that:

- The Authority is able to invest an unlimited amount with the DMADF (the Government deposit facility) for up to 3 months.
- The Authority is able to invest up to £1.5 million and up to 3 months with individual local authorities and Money Market Funds/ banks/ building societies with a high short-term and long-term credit rating.
- The Authority is able to invest up to £1.5 million with instant access to those investments with high short-term ratings.

10.4.5 As far as non-specified investments are concerned, it is proposed that:

- The Authority is able to invest up to £0.5 million for up to three months with individual building societies that are lesser rated or not credit rated but that have assets over £2 billion. Many building societies are able to raise sufficient funds on wholesale money markets without having credit ratings, and therefore do not go through the expensive process of acquiring and maintaining them. The building society movement as a whole has a very secure history and remains strong from both a financial and regulatory viewpoint. Non-specified investments would always be subject to an overall ceiling of £1 million, and at the present time, would be unlikely to be used.
- The exception to this would be in the operation of the Authority's main bank account with the Co-operative Bank where, from time to time credit balances may be held. This bank currently has ratings below those laid down for specified investments and therefore for operational purposes the Co-operative needs adding as a non-specified counterparty.
- No investments will be made for periods of more than 364 days.

10.4.6 The Authority uses credit ratings from the three main rating agencies: Fitch Ratings Ltd, Moody's Investors Service and Standard & Poor's to assess the risk of loss of investments. The lowest credit rating will be used to determine credit quality. Appendix A shows the investment criteria for the type of investment and counterparty.

10.4.7 Where a credit rating agency announces that it is actively reviewing an organisation's credit ratings with a view to downgrading it so that it is likely to fall below the above criteria, then no further investments will be made until the outcome of the review is announced.

10.4.8 Full regard will be given to other available information on the credit quality of banks and building societies, including credit default swap prices, financial statements and rating agency reports. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the approved criteria.

10.4.9 Investments in foreign countries have also been excluded from the strategy, with the exception of the Santander group of banks where investments are held in a deposit account to aid cash flow. This will be periodically reviewed and notice taken of the sovereign credit ratings produced by the credit rating agencies.

10.4.10 Investments may be made using the following instruments:

- Interest paying bank accounts
- Fixed term deposits
- Call or notice deposits
- Callable deposits
- Shares in money market funds
- Treasury bills and gilts issued by the UK Government

10.4.11 Investment policy and performance will be monitored continuously throughout the year and will be reported to Members mid-year and as part of the annual report on Treasury Management.

10.4.12 A list of potential counterparties is included at Appendix B for information.

10.5 Borrowing Requirement and Strategy

10.5.1 Although it is intended to use some capital grants and receipts to finance capital expenditure, the Authority will still need to borrow externally largely to fund its capital programme:

	2010/11 £m	2011/12 £m	2012/13 £m
External borrowing requirement	7.2	7.9	6.4

10.5.2 When taking new borrowing, due attention will be paid to the authority's debt maturity profile. It is good practice to have a maturity profile for long-term debt which does not expose the Authority to a substantial borrowing requirement in years when interest rates may be at a relatively high level. In accordance with the requirements of the Code, the Authority sets out limits with respect to the maturity structure of its borrowing later in this report.

10.5.3 It is predicted that as at 31 March 2010, the Authority will have total external borrowing of up to £57.7 million. At least 85% will be long-term borrowing, most of which is at fixed rates. The debt maturity profile for long-term fixed rate debt is shown at Appendix C. Most of the debt is with the Public Works Loan Board (PWLB) but the Authority will also have £2 million of LOBO (Lender's Option, Borrower's Option) loans. The way this loan works is that the Authority pays interest at a fixed rate for an initial period and then the lender has the option in the secondary period to increase the rate. If the option is exercised, the Authority can either accept the new rate or repay the loan. The Authority's loan is fixed at 3.58% until May 2011 and the option applies on that date and every five years after until May 2061.

10.5.4 Short-term rates are forecast to stay low and offer exceptional value over the next twelve months and it would seem opportune that any new borrowing is in the form of variable rate PWLB loans, which can be converted to fixed rates in the future if it is anticipated that interest rates are going to rise.

10.5.5 The Chief Finance Officer will also look for opportunities to restructure the Authority's debt portfolio. The main objectives of this will be:

- To create medium term savings (up to 10 years)
- To limit refinancing risk
- To reduce the average rate of the debt portfolio

10.5.6 Borrowing policy and performance will be continuously monitored throughout the year and will be reported to Members quarterly as part of the financial review. In addition, a half year review of the Treasury Management Strategy will be presented to the Authority.

10.6 Statement of Policy on the Minimum Revenue Provision

10.6.1 The Local Authorities (Capital Finance and Accounting) (England) Regulations 2008, which came into effect on 31 March 2008, replaced the former statutory rules for calculating MRP with a requirement for each local authority to determine a "prudent" provision. The regulations require authorities to draw up a statement of their policy on the calculation of MRP which requires approval by full Authority in advance of the year to which it applies. The recommended policy statement is detailed at Appendix D.

10.7 Treasury Management Indicators

10.7.1 The Authority is asked to approve the following indicators, the purpose of which is to contain the activity of the treasury function within certain limits, thereby reducing the risk or likelihood of an adverse movement in interest rates or borrowing decision impacting negatively on the Authority's overall financial position. However, if these are set to be too restrictive they will impair the opportunities to reduce costs.

Interest Rate Exposures

10.7.2 While fixed rate borrowing can contribute significantly to reducing the uncertainty surrounding future interest rate scenarios, the pursuit of optimum performance justifies retaining a degree of flexibility through the use of variable interest rates on at least part of the treasury management portfolio. The Code requires the setting of upper limits for both variable rate and fixed interest rate exposure.

10.7.3 It is recommended that the Authority sets an upper limit on its fixed interest rate exposures for 2010/11, 2011/12 and 2012/13 of 100% of its net interest payments. It is further recommended that the Authority sets an upper limit on its variable interest rate exposures for 2010/11, 2011/12 and 2012/13 of 40% of its net interest payments.

10.7.4 This means that fixed interest rate exposures will be managed within the range 60% to 100%, and variable interest rate exposures within the range 0% to 40%.

Maturity Structure of Borrowing

10.7.5 This indicator is designed to prevent the Authority having large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates. It is recommended that the Authority sets upper and lower limits for the maturity structure of its borrowings as follows:

Amount of projected borrowing that is fixed rate maturing in each period as percentage of total projected borrowing that is fixed rate		
	Upper Limit (%)	Lower Limit (%)
Under 12 months	20	0
Between 1 and 2 years	20	0
Between 2 and 5 years	50	0
Between 5 and 10 years	80	0
More than 10 years	100	20

Total principal sums invested for periods longer than 364 days

10.7.6 There is no proposal for the Authority to invest sums for periods longer than 364 days.

10.8 Other Matters

10.8.1 The draft revised CLG Investment Guidance also requires the Authority to report the following matters each year as part of the investment strategy:

(i) Investment Consultants

As mentioned at 2.1.5, the Authority uses Kirklees Council's Treasury Management Team to carry out its day-to-day activities. The Council, in turn, contracts with Sterling Consultancy Services to provide advice and information relating to its investment and borrowing activities. However, responsibility for final decision making remains with the Authority and its officers. The services received include:

- Advice and guidance on relevant policies, strategies and reports;
- Advice on investment decisions;
- Notification of credit ratings and changes;
- Other information on credit quality;
- Advice on debt management decisions;
- Accounting advice;
- Reports on treasury performance;
- Forecasts of interest rates; and
- Training courses.

The quality of the service is monitored on a continuous basis by the Council's treasury management team.

(ii) Investment Training

The needs of the Council's treasury management staff for training in investment management are assessed on a continuous basis, and formally on a 6-monthly basis as part of the staff appraisal process. Additionally training requirements are assessed when the responsibilities of individual members of staff change. Staff attend training courses, seminars and conferences as appropriate. The Chief Finance Officer receives regular briefings on treasury management matters from Council staff.

(iii) Investment of money borrowed in advance of need

The Authority may, from time to time, borrow in advance of need, where this is expected to provide the best long term value for money. However, as this would involve externally investing such sums until required and thus increasing exposures to both interest rate and principal risks, it is not believed appropriate to undertake such a policy at this time.

10.8.2 The CIPFA Code of Practice 2009 states that as a minimum the Authority must now receive a mid year report reviewing treasury management activities, as well the strategy and stewardship reports. In addition, the updated code requires that treasury management performance be subject to regular member scrutiny. Furthermore, those individuals reviewing and challenging reports must have sufficient training and knowledge to be able to appreciate fully the implications of treasury management policies and activities. It is recommended that for 2010/11 and onwards that the Finance and Resources Committee perform this scrutiny role, and that adequate training be provided.

11. Consultees and their opinions

11.1 This report has been prepared by the Chief Finance Officer after consultation with Kirklees Council's treasury management team.

12. Recommendations

Members are asked to approve the following:

12. RECOMMENDATIONS

It is recommended:-

12.1 that, having considered the Prudential Indicators relating to the revenue costs of funding capital investment, members approve the proposed three-year Capital Investment Plan, set out in Appendix E.

12.2 that members approve the Prudential Indicators in respect of:-

- (a) the Capital Financing Requirement as set out in Table 1 in para 3.2
- (b) the level of External Debt also set out in Table 1;
- (c) the Authorised Limit for external debt as set out in Table 2;
- (d) the Operational Boundary for external debt also set out in Table 2;
- (e) the upper limits on its fixed and variable interest rate exposures as set out in paragraph 10.7.3;
- (f) the limits for the maturity structure of its borrowings as set out in the table in paragraph 10.7.5 of the report;

- (i) the borrowing strategy outlined in section 10.5;
- (ii) the investment strategy outlined in section 10.4 and 10.8.1;
- (iii) the policy for provision of repayment of debt outlined in Appendix D of the report;
- (iv) the treasury management indicators on interest rate exposures (paragraph 10.7.3), on the maturity structure of borrowing (paragraph 10.7.5) and on investments (paragraph 10.7.6).
- (v) the Finance & Resources Committee is given responsibility for challenging and reviewing treasury management activities, and training is provided to allow them to do so (paragraph 10.8.2).

12.3 That the Authority should be advised to adopt the Budget set out in paragraph 9 of the officers' report. This would lead to the precept being £52.41 at Band D, an increase of 1.998%.

12.4 (i) that the Revenue Budget for 2010-11, net of the use of balances, be set at £92.860m, and that the precept be agreed as follows:-

	£
Budget Requirement	92,860,000
Less Revenue Support Grant	-7,289,560
Less Non-Domestic Rates	-50,200,370
Add Proportion of Collection Fund Deficit	50,905
	35,420,975
Precept 2010-2011	35,420,975

(ii) that it be noted that the constituent District Councils have formally set their Council Tax bases for the year 2010-2011 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 33(5) of the Local Government Finance Act 1992 as follows:-

	<u>Tax Base</u>
	£
Bradford	146,350.00
Calderdale	65,283.44
Kirklees	127,016.70
Leeds	236,630.00
Wakefield	100,572.00
	675,852.14

(iii) that the following amounts be now calculated by the Authority for the year 2010-2011 in accordance with Sections 43 to 48 of the Local Government Finance Act 1992:-

- (a) £96,840,000 being the aggregate of the amounts which the Authority estimates for the items set out in Section 43(2)(a) to (d) of the Act.
- (b) £3,980,000 being the aggregate of the amounts which the Authority estimates for the items set out in Section 43(3)(a) to (b) of the Act.
- (c) £92,860,000 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above calculated by the Authority in accordance with Section 43(4) of the Act as its budget requirements for the year.
- (d) £57,439,025 being the aggregate of the sums which the Authority estimates will be payable for the year into its General Fund in respect of redistributed non-domestic rates, Revenue Support Grant and sums to be transferred from billing authorities Collection Funds.
- (e) £52,409,355 being the amount at (c) above less the amount at (d) above divided by the total amount at (ii) above, calculated by the Authority in accordance with Section 44(1) of the Act as the basic amount of its Council Tax for the year.

(f) Valuation Bands

£

A	34.939570
B	40.762832
C	46.586094
D	52.409355
E	64.055879
F	75.702402
G	87.348926
H	104.818711

being the amounts given by multiplying the amount at (e) above by the number which in the proportion set out in Section 5(1) of the Act is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band 'D', calculated by the Authority in accordance with Section 47(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

(g) Resultant Precepts

£

Bradford	7,670,109
Calderdale	3,421,463
Kirklees	6,656,863
Leeds	12,401,626
Wakefield	<u>5,270,914</u>
	<u>35,420,975</u>

being the amounts given by multiplying the amount at (e) above by the appropriate tax base at (ii) above in accordance with Section 48(2) of the Act, as the amount of precept payable by each constituent District Council; and

- (iv) that the precept for each District Council as calculated above be issued in accordance with Section 40 of Local Government Finance Act 1992.

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY – INVESTMENT CRITERIA

Specified

	Short-term Credit Ratings / Long-Term Credit Ratings			Investment Limits per Counterparty	
	Fitch	Moody's	Standard & Poors	£m	Period (5)
Bank / Building Soc (1)	F1	P-1	A-1	1.5	<3mth
	AAA,AA+, AA,AA-	Aaa, Aa1, Aa2,Aa3	AAA,AA+ AA,AA-		
Bank / Building Soc (1)	F1	P-1	A-1	1.5	Instant access
	A+,A	A1,A2	A+,A		
MMF (2)	AAA	Aaa	AAA	1.5	n/a (3)
DMADF (3)	-	-	-	Unlimited	<3mth
Local Auths	-	-	-	1.5	<3mth

Non-Specified (4)

	Short-term Credit Ratings / Long-Term Credit Ratings			Investment Limits per Counterparty	
	Fitch	Moody's	Standard & Poors	£m	Period (5)
Lesser rated or unrated Building Soc with assets >£2bn	-	-	-	0.5	3 mnth

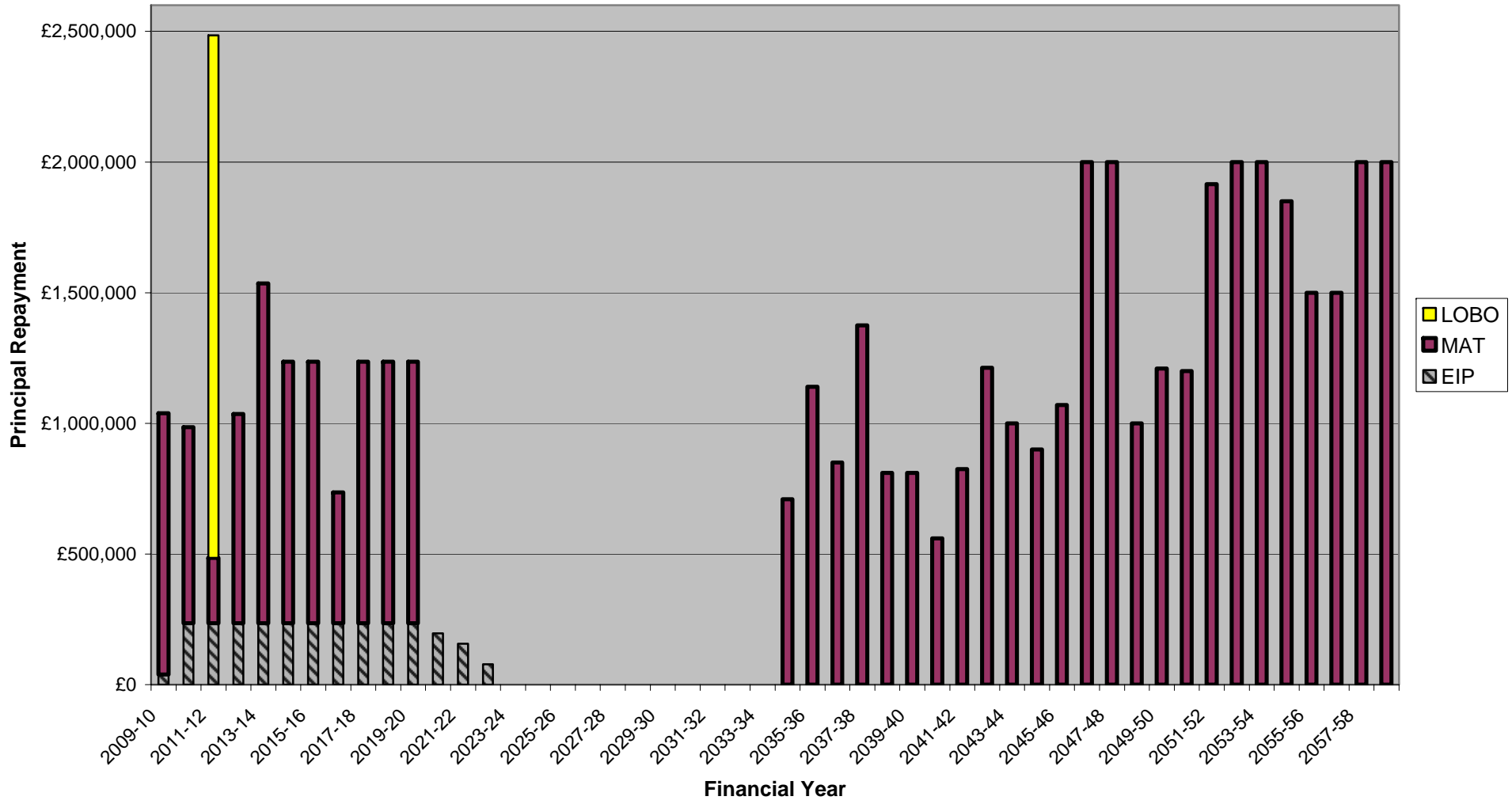
- (1) Maximum limit of £1.5 million applies to any one counterparty and this also applies to a banking group rather than each individual bank within a group.
- (2) Money Market Funds are not invested for a fixed period of time. Rather, clients use them to manage short-term cash flow requirements.
- (3) The DMADF facility is the Government's deposit taking facility.
- (4) Overall limit of £1 million at any point in time.
- (5) The investment period begins from the commencement to invest, rather than the date on which funds are paid over.

Appendix B

Potential counterparties based on the credit ratings in Appendix A

Counterparty	Country	Short-term limit
Barclays Bank	UK	£1.5m <3mths
Close Brothers	UK	£1.5m <3mths
HSBC	UK	£1.5m <3mths
<u>Lloyds Banking Group</u>		
Bank of Scotland	UK	£1.5m <3mths
Lloyds TSB Bank	UK	£1.5m <3mths
<u>Royal Bank of Scotland Group</u>		
National Westminster	UK	£1.5m <3mths
Royal Bank of Scotland	UK	£1.5m <3mths
Ulster Bank	UK	£1.5m <3mths
Ulster Bank Ireland	UK	£1.5m <3mths
Nationwide BS	UK	£1.5m <3mths
Leeds BS	UK	£1.5m <3mths
<u>Santander Group</u>		
Abbey National	Spain (based in UK)	£1.5m <3mths
Alliance & Leicester	Spain (based in UK)	£1.5m <3mths
<u>Non-specified lesser rated or unrated Building Societies</u>		
Yorkshire BS	UK	£0.5m <3mths
Coventry BS	UK	£0.5m <3mths
Skipton BS	UK	£0.5m <3mths
Chelsea BS	UK	£0.5m <3mths
West Bromwich BS	UK	£0.5m <3mths
Principality BS	UK	£0.5m <3mths
Newcastle BS	UK	£0.5m <3mths
Norwich & Peterborough BS	UK	£0.5m <3mths
Stroud & Swindon BS	UK	£0.5m <3mths
Nottingham BS	UK	£0.5m <3mths
Kent Reliance BS	UK	£0.5m <3mths

WYFRA Long-Term Debt Maturity Structure



Appendix D

STATEMENT OF POLICY ON THE MINIMUM REVENUE PROVISION

1. Introduction

- 1.1 Until recently, the amount of MRP to be charged was determined by regulation (equivalent to 4% of the capital borrowing considered to be outstanding at the beginning of the financial year), although authorities were allowed to make an additional “voluntary” charge to the revenue account.
- 1.2 The Local Authorities (Capital Finance and Accounting) (England) Regulations 2008 which came into force on 31 March 2008, replaced the detailed statutory rules for calculating MRP with a requirement to make an amount of MRP which the authority considers “prudent”.

2. Prudent Provision

- 2.1 The regulation does not itself define “prudent provision”. However, guidance issued alongside the regulations makes recommendations on the interpretation of that term.

The guidance provides two basic criteria for prudent provision:-

- Borrowing not supported by government grant (prudential borrowing) – the provision for repayment of debt should be linked to the life of the asset.
 - Borrowing supported by government grant (supported borrowing) the provision should be in line with the period implicit within the grant determination (which is normally 25 years).
- 2.2 The guidance then suggests four options for repayment of debt, but also acknowledges that other approaches can be used, provided that they are fully consistent with the statutory duty to make prudent revenue provision. The suggested options are:
- (i) **Options 1 and 2** – largely follow the current practice of making a provision (MRP) of 4% of debt outstanding. The difference between options 1 and 2 relates to the method of calculating debt outstanding.
- (ii) **Option 3** – determines MRP by reference to the life of the asset. This can be done either by using an equal instalment method or an annuity method (where the amount increases each year).

(iii) **Option 4** – is similar to Option 3 but links MRP with the standard rules for depreciation accounting.

2.3 The guidance makes it clear that Options 1 and 2 should normally be used only for Government supported borrowing, whereas there are no restrictions on the use of Options 3 and 4.

3. Proposed policy for 2010/11

The Authority has always been prudent when making provision for the repayment of debt. In addition to the minimum provision of 4% of debt outstanding previously required, the Authority had regularly made additional voluntary contributions. These voluntary contributions have been calculated to reflect asset life. Thus, for example, debt used to finance vehicles and many types of operational equipment has been fully provided for over a ten year period, and new buildings over 50. These additional voluntary contributions covered all debt, not just unsupported, and have been calculated using an annuity method with reference to asset lives.

It is recommended that this policy is continued for 2010/11. The features of the policy can be summarised as follows:

- Provision to be made over the estimated life of the asset for which borrowing is undertaken
- To be applied to supported and unsupported borrowing
- Provision will increase over the asset life using sinking fund tables
- Provision will commence in the financial year following the one in which the expenditure is incurred

3.3 The continuation of the existing policy is fully accounted for in the proposed 3 year treasury management budget.

WEST YORKSHIRE FIRE AUTHORITY REVENUE BUDGET 2009/2010 TO 2012/2013 AUTHORITY SUMMARY					
2009/2010 Revenue Budget		2010/2011 Standstill Budget	2010/2011 Revenue Budget	2011/2012 Revenue Budget	2012/2013 Revenue Budget
		£000	£000	£000	£000
£5,446	Fire safety	£5,499	£5,986	£6,095	£6,141
£65,990	Operations	£66,187	£62,686	£64,285	£64,512
£8,111	Human resources	£9,009	£11,516	£11,682	£11,697
£10,807	Corporate services	£11,839	£12,067	£12,457	£12,892
£1,787	Contingency for pay and prices	£1,188	£1,255	£600	£600
£92,141	NET EXPENDITURE	£93,722	£93,510	£95,119	£95,842
£10,571	Revenue support grant		£7,290	£57,490	£57,490
£45,797	National non domestic rates		£50,200		
£55	Surplus on collection fund		-£51	£0	£0
£1,200	Revenue balances		£650	£1,500	£1,500
£34,518	Precept on council tax		£35,421	£36,129	£36,852
£92,141	TOTAL FUNDING		£93,510	£95,119	£95,842
£51.38	Precept at band d		£52.41		
£1.47	Increase		£1.03		
2.9%	Percentage increase		2.00%		

WEST YORKSHIRE FIRE AUTHORITY REVENUE BUDGET 2009/2010 TO 2012/2013 AUTHORITY SUMMARY					
2009/2010 Revenue Budget		2010/2011 Standstill Budget	2010/2011 Revenue Budget	2011/2012 Revenue Budget	2012/2013 Revenue Budget
£65,849	Uniformed staff	£66,245	£65,381	£66,804	£66,657
£1,470	Firefighters pensions	£1,457	£1,457	£1,450	£1,393
£9,942	Support staff	£10,913	£11,107	£11,321	£11,435
£989	Training expenses	£956	£1,230	£1,213	£1,244
£346	Other employee expenses	£346	£346	£346	£346
£3,008	Premises costs	£2,975	£3,070	£3,069	£3,100
£2,467	Transport costs	£2,550	£2,574	£2,516	£2,542
£4,065	Supplies and services	£4,144	£4,144	£4,140	£4,180
£288	Lead authority charges	£288	£288	£293	£296
£5,168	Capital charges	£5,988	£5,988	£6,737	£7,487
£1,787	Contingency for pay and prices	£1,187	£1,255	£600	£600
£95,379	GROSS EXPENDITURE	£97,049	£96,840	£98,489	£99,280
	INCOME				
£1,616	Government grants	£1,680	£1,680	£1,720	£1,788
£0	Pensions income	£0	£0	£0	£0
£53	Licence income	£79	£79	£79	£79
£142	Training income	£142	£142	£142	£142
£1,427	Other income	£1,427	£1,429	£1,429	£1,429
£3,238	TOTAL INCOME	£3,328	£3,330	£3,370	£3,438
£92,141	NET EXPENDITURE	£93,721	£93,510	£95,119	£95,842

WEST YORKSHIRE FIRE AUTHORITY REVENUE BUDGET 2009/2010 TO 2012/2013 FIRE SAFETY AND COMMUNITY RELATIONS					
2009/2010 Revenue Budget		2010/2011 Standstill Budget	2010/2011 Revenue Budget	2011/2012 Revenue Budget	2012/2013 Revenue Budget
£1,333	Uniformed staff	£1,181	£1,584	£1,618	£1,614
£0	Firefighters pensions	£0	£0	£0	£0
£3,901	Support staff	£4,106	£4,192	£4,269	£4,312
£0	Training expenses	£0	£0	£0	£0
£0	Other employee expenses	£0	£0	£0	£0
£95	Premises costs	£95	£95	£95	£96
£135	Transport costs	£153	£153	£150	£152
£298	Supplies and services	£298	£298	£298	£301
£0	Lead authority charges	£0	£0	£0	£0
£9	Capital charges	£9	£9	£10	£11
£0	Contingency for pay and prices	£0	£0	£0	£0
£5,770	GROSS EXPENDITURE	£5,842	£6,331	£6,440	£6,486
	INCOME				
£0	Government grants	£0	£0	£0	£0
£0	Pensions income	£0	£0	£0	£0
£53	Licence income	£79	£79	£79	£79
£0	Training income	£0	£0	£0	£0
£264	Other income	£264	£266	£266	£266
£317	TOTAL INCOME	£343	£345	£345	£345
£5,453	NET EXPENDITURE	£5,499	£5,986	£6,095	£6,141

WEST YORKSHIRE FIRE AUTHORITY REVENUE BUDGET 2009/2010 TO 2012/2013 OPERATIONS					
2009/2010 Revenue Budget		2010/2011 Standstill Budget	2010/2011 Revenue Budget	2011/2012 Revenue Budget	2012/2013 Revenue Budget
£60,228	Uniformed staff	£60,843	£57,423	£58,677	£58,548
£0	Firefighters pensions	£0	£0	£0	£0
£1,050	Support staff	£1,270	£1,189	£1,212	£1,224
£43	Training expenses	£43	£43	£42	£43
£0	Other employee expenses	£0	£0	£0	£0
£1,587	Premises costs	£1,587	£1,587	£1,586	£1,602
£353	Transport costs	£353	£353	£345	£349
£1,713	Supplies and services	£1,682	£1,682	£1,680	£1,696
£0	Lead authority charges	£0	£0	£0	£0
£2,993	Capital charges	£2,993	£2,993	£3,367	£3,742
£0	Contingency for pay and prices	£0	£0	£0	£0
£67,966	GROSS EXPENDITURE	£68,771	£65,270	£66,909	£67,204
	INCOME				
£1,616	Government grants	£1,680	£1,680	£1,720	£1,788
£0	Pensions income	£0	£0	£0	£0
£0	Licence income	£0	£0	£0	£0
£0	Training income	£0	£0	£0	£0
£904	Other income	£904	£904	£904	£904
£2,520	TOTAL INCOME	£2,584	£2,584	£2,624	£2,692
£65,446	NET EXPENDITURE	£66,187	£62,686	£64,285	£64,512

WEST YORKSHIRE FIRE AUTHORITY REVENUE BUDGET 2009/2010 TO 2012/2013 HUMAN RESOURCES					
2009/2010 Revenue Budget		2010/2011 Standstill Budget	2010/2011 Revenue Budget	2011/2012 Revenue Budget	2012/2013 Revenue Budget
£4,092	Uniformed staff	£3,966	£6,119	£6,252	£6,238
£1,457	Firefighters pensions	£1,457	£1,457	£1,450	£1,393
£1,293	Support staff	£1,575	£1,631	£1,662	£1,679
£899	Training expenses	£899	£1,173	£1,157	£1,187
£346	Other employee expenses	£346	£346	£346	£346
£33	Premises costs	£33	£33	£33	£33
£228	Transport costs	£289	£313	£306	£309
£429	Supplies and services	£429	£429	£429	£433
£0	Lead authority charges	£0	£0	£0	£0
£252	Capital charges	£252	£252	£284	£316
£0	Contingency for pay and prices	£0	£0	£0	£0
£9,029	GROSS EXPENDITURE	£9,246	£11,753	£11,919	£11,934
	INCOME				
£0	Government grants	£0	£0	£0	£0
£0	Pensions income	£0	£0	£0	£0
£0	Licence income	£0	£0	£0	£0
£142	Training income	£142	£142	£142	£142
£95	Other income	£95	£95	£95	£95
£237	TOTAL INCOME	£237	£237	£237	£237
£8,793	NET EXPENDITURE	£9,009	£11,516	£11,682	£11,697

WEST YORKSHIRE FIRE AUTHORITY REVENUE BUDGET 2009/2010 TO 2012/2013 CORPORATE RESOURCES					
2009/2010 Revenue Budget		2010/2011 Standstill Budget	2010/2011 Revenue Budget	2011/2012 Revenue Budget	2012/2013 Revenue Budget
£252	Uniformed staff	£255	£255	£261	£260
£0	Firefighters pensions	£0	£0	£0	£0
£3,708	Support staff	£3,962	£4,095	£4,174	£4,216
£14	Training expenses	£14	£14	£14	£14
£0	Other employee expenses	£0	£0	£0	£0
£1,295	Premises costs	£1,260	£1,355	£1,355	£1,369
£1,751	Transport costs	£1,755	£1,755	£1,715	£1,733
£1,620	Supplies and services	£1,735	£1,735	£1,733	£1,750
£288	Lead authority charges	£288	£288	£293	£296
£1,914	Capital charges	£2,734	£2,734	£3,076	£3,418
£0	Contingency for pay and prices	£0	£0	£0	£0
£10,841	GROSS EXPENDITURE	£12,003	£12,231	£12,621	£13,056
	INCOME				
£0	Government grants	£0	£0	£0	£0
£0	Pensions income	£0	£0	£0	£0
£0	Licence income	£0	£0	£0	£0
£0	Training income	£0	£0	£0	£0
£164	Other income	£164	£164	£164	£164
£164	TOTAL INCOME	£164	£164	£164	£164
£10,676	NET EXPENDITURE	£11,839	£12,067	£12,457	£12,892

WEST YORKSHIRE FIRE AUTHORITY REVENUE BUDGET 2009/2010 TO 2012/2013 YORKSHIRE AND HUMBERSIDE REGIONAL CONTROL					
2009/2010 Revenue Budget		2010/2011 Standstill Budget	2010/2011 Revenue Budget	2011/2012 Revenue Budget	2012/2013 Revenue Budget
	Uniformed staff				
	Firefighters pensions				
	Support staff	£433	£433	£433	£433
	Training expenses				
	Other employee expenses				
	Premises costs	£0	£0	£0	£0
	Transport costs				
	Supplies and services	£136	£136	£136	£136
	Lead authority charges				
	Capital charges				
	Contingency for pay and prices				
£0	GROSS EXPENDITURE	£569	£569	£569	£569
	INCOME				
	Government grants	£569	£569	£569	£569
	Pensions income				
	Licence income				
	Training income				
	Other income				
£0	TOTAL INCOME	£569	£569	£569	£569
£0	NET EXPENDITURE	£0	£0	£0	£0

Draft Capital Plan 2010-2013				
Summary				
Description	2010/2011	2011/2012	2012/2013	Total
	£	£	£	£
Human resources	£200,000	£0	£0	£200,000
Fire safety and community realations	£1,063,000	£900,000	£900,000	£2,863,000
Operations	£1,513,600	£667,500	£43,000	£2,224,100
Corporate resources	£8,506,000	£10,631,000	£8,481,000	£27,618,000
	£11,282,600	£12,198,500	£9,424,000	£32,905,100

Human Resources				
Description	2010/2011	2011/2012	2012/2013	Total
	£	£	£	£
Standardisation of pe equipment	£60,000	£0	£0	£60,000
Smart board	£140,000	£0	£0	£140,000
	£200,000	£0	£0	£200,000

Fire safety & Community Relations				
Description	2010/2011	2011/2012	2012/2013	Total
	£	£	£	£
Young firefighter	£150,000	£0	£0	£150,000
Home Fire safety checks	£900,000	£900,000	£900,000	£2,700,000
Fire investigation technology	£13,000	£0	£0	£13,000
				£0
	£1,063,000	£900,000	£900,000	£2,863,000

Operations				
Description	2010/11	2011/12	2012/13	Total
	£	£	£	£
Command Rooms	£50,800	£0	£0	£50,800
Flood Response	£156,000	£0	£0	£156,000
Incident Liaison Officer's Equipment	£22,800	£0	£0	£22,800
Adapt Demountable Units - IRMP	£94,000	£0	£0	£94,000
Technical Rescue Vehicle	£217,000	£0	£0	£217,000
Additional Water Rescue Equipment	£30,000	£0	£0	£30,000
Additional USAR PPE	£20,000	£0	£0	£20,000
Command Unit IT Equipment	£0	£575,000	£43,000	£638,000
Fireground Radios	£12,500	£0	£0	£12,500
Water Office Budget	£450,000	£0	£0	£450,000
Sill Braces	£11,000	£0	£0	£11,000
Rescue Pumps Equipment	£70,000	£0	£0	£70,000
Rope Rescue Equipment	£15,000	£0	£0	£15,000
Thermal Imaging Cameras	£60,000	£0	£0	£60,000
PPV fans	£37,500	£37,500	£0	£75,000
Lay Flat Hose	£30,000	£0	£0	£30,000
Replace Portable Pumps	£35,000	£0	£0	£35,000
Forced Entry Equipment	£23,000	£0	£0	£23,000
Battery Powered Reciprocating Saws	£31,000	£0	£0	£31,000
Ground Monitors	£55,000	£55,000	£0	£110,000
Hot Water System for Appliances	£15,000	£0	£0	£15,000
Portable Lighting	£78,000	£0	£0	£78,000
	£1,513,600	£667,500	£43,000	£2,244,100

Corporate Resources

Description	2010/2011	2011/2012	2012/2013	Total
	£	£	£	£
Property				
5 TOWNS	£3,500,000	£5,500,000	£2,500,000	£11,500,000
Fleetcare office accom	£10,000	£100,000	£2,000,000	£2,110,000
Oakkroyd hall refurb	£0	£60,000	£250,000	£310,000
Training centre development	£0	£200,000	£180,000	£380,000
Strategic land purchase	£150,000	£100,000	£100,000	£350,000
Energy efficiency scheme	£100,000	£100,000	£100,000	£300,000
Electricity major back up	£150,000	£150,000	£130,000	£430,000
Strategic refurbishment	£160,000	£0	£0	£160,000
Strategic refurbishment	£750,000	£650,000	£600,000	£2,000,000
Access control	£470,000	£390,000	£280,000	£1,140,000
Buiding Maintenance contracts	£235,000	£230,000	£230,000	£695,000
Site security	£100,000	£100,000	£80,000	£280,000
	£5,625,000	£7,580,000	£6,450,000	£19,655,000

Description	2010/2011	2011/2012	2012/2013	Total
	£	£	£	£
Technical services				
Vehicle replacement	£2,035,000	£2,390,000	£1,390,000	£5,815,000
Ladders	£16,000	£16,000	£16,000	£48,000
Data discovery	£50,000	£0	£0	£50,000
	£2,101,000	£2,406,000	£1,406,000	£5,913,000
Information and data				
Description	2010/2011	2011/2012	2012/2013	Total
	£	£	£	£
Computer hardware - IT1	£100,000	£100,000	£100,000	£300,000
Replacement Printers	£5,000	£5,000	£5,000	£15,000
Software Licenses	£250,000	£250,000	£250,000	£750,000
Wireless Networks	£40,000	£20,000	£0	£60,000
Replacement Servers	£100,000	£100,000	£100,000	£300,000
Networking Hardware	£80,000	£80,000	£80,000	£240,000
Test Equipment	£15,000	£0	£0	£15,000
Business continuity	£50,000	£50,000	£50,000	£150,000
Mobile computing	£40,000	£40,000	£40,000	£120,000
Helpdesk software	£50,000	£0	£0	£50,000
IRS review	£10,000	£0	£0	£10,000
Community safety mobile working	£40,000	£0	£0	£40,000
	£780,000	£645,000	£625,000	£2,050,000
Total Corporate Resources	£8,506,000	£10,631,000	£8,481,000	£27,618,000

<p style="text-align: center;">WEST YORKSHIRE FIRE AND RESCUE AUTHORITY</p>	<p style="text-align: center;">FULL AUTHORITY</p>	<p style="text-align: center;">19 JUNE 2009</p>	<p style="text-align: center;">AGENDA NO</p>
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REPORT OF: DIRECTOR OF CORPORATE RESOURCES

PURPOSE OF REPORT: TO MAKE AN APPOINTMENT TO LOCAL GOVERNMENT YORKSHIRE AND HUMBER (LGYH) COHESION GROUP

RECOMMENDATIONS: THAT THE AUTHORITY DETERMINES ITS APPOINTMENT TO THE LGYH COHESION GROUP FOR THE REMAINDER OF THE MUNICIPAL YEAR 2009 / 2010

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY:

CONTACT OFFICER: N HOUSEMAN - 01274 655740

BACKGROUND PAPERS OPEN TO INSPECTION:

Summary

The Authority appoints members annually to a number of outside bodies and a request has been received from Local Government Yorkshire and Humber (LGYH) for confirmation of an appointment to its Cohesion Group.

1 BACKGROUND

- 1.1 This Authority makes an annual appointment to the LGYH Full Membership group and in 2009 / 10, as in previous years, this appointment has been confirmed as the Chair of the Authority.
- 1.2 A request has been received by the Chair from LGYH in respect of its decision at a meeting on 19 November 2009, to appoint a Cohesion Group to meet and drive forward community cohesion through Yorkshire and Humber.
- 1.3 Each constituent authority represented on LGYH has been invited to nominate a Member to sit on the Cohesion Group. It is anticipated by LGYH that this Member would then be accountable to their own individual authority for ensuring that cohesion activities are embedded into the organisation. The Cohesion Group as a whole would be held accountable to the LGYH Full Membership group.
- 1.4 A copy of the LGYH Cohesion statement is attached at Annex A.
- 1.5 In conclusion, the Authority is invited to determine its nomination for appointment to the LGYH Cohesion Group for the remainder of the municipal year 2009/10 and to agree payment of associated travel and subsistence allowances.

WYFRA	FULL AUTHORITY	19 FEBRUARY 2010	ITEM NO
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REPORT OF: DIRECTOR OF CORPORATE RESOURCES

PURPOSE OF REPORT: TO CONSIDER AND DETERMINE A RESPONSE TO THE LOCAL GOVERNMENT YORKSHIRE AND HUMBERSIDE (LGYH) CONSULTATION PAPER ON THE PROPOSED CONSTITUTION FOR THE YORKSHIRE AND HUMBER REGION LEADERS BOARD

RECOMMENDATIONS: THAT THE AUTHORITY APPROVES A RESPONSE TO THE LGYH CONSULTATION PAPER HAVING REGARD TO THE MATTERS MENTIONED IN THIS REPORT.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY: NONE

ACCESS CONTACT OFFICER: M G BARNES: DIRECTOR OF CORPORATE RESOURCES
01274 655732, dcr@westyorksfire.gov.uk

BACKGROUND PAPERS OPEN TO INSPECTION: NONE, OTHER THAN THE CONSULTATION PAPER WHICH IS ATTACHED

SUMMARY

This report summarises the proposals by LGYH to obtain approval to a Constitution for the proposed new statutory Leaders Board and comments on the implications of the statutory provisions which affect these proposals.

1 BACKGROUND

- 1.1 In response to the recent enactment of new legislation LGYH have issued a consultation paper (CP) and proposed Scheme (Appendix 1) on their proposals for what they describe as confirming the constitutional and accountability arrangements for the LGYH Leaders' Board and its relationship with the wider local government community.
- 1.2 They point out that a LGYH Leaders' Board has actually been in existence since 2008 when its role and functions were agreed by all 22 unitary metropolitan district and county councils plus the police fire and rescue and national park authorities. They say they are now publishing the attached scheme for formal consultation in accordance with Government guidance and to provide wider partners and stakeholders with an opportunity to feed in their views on these arrangements.
- 1.3 However whilst the CP correctly identifies the new statutory requirement to establish a Leaders' Board in each Region ("Region" is defined in the RDA Act 1998 and for our purposes means Yorkshire and the Humber) it fails to identify the fact that the new statutory provisions (Section 71 of the Local Democracy Economic Development and Construction Act 2009 - see Appendix 2) actually only apply to "participating authorities" which are District and County Councils and National Parks Authorities only – this legislation does not apply to Police and Fire and Rescue Authorities as is wrongly implied to the contrary in the CP. The Leaders' Board must operate in accordance with a Scheme approved by the Secretary of State.
- 1.4 In other words the new statutory requirement requires the District and County Councils and National Parks Authorities in each Region to establish a Leaders' Board (whose functions appear to be limited to matters involving regional planning and economic development strategies) and whilst these Councils should consult other bodies on their proposals to do so, in my view the resultant Scheme cannot properly include local authorities such as this Authority which are not within the new statutory framework and nor can it give them voting powers as appears to be proposed in the CP – this contrasts with the current non statutory voluntary scheme which can permit such wider participation. There is also no statutory basis for the suggestion that the Leaders' Board (which will have a role regulated by statutory provisions) itself now becomes the vehicle for providing the authoritative streamlined and effective voice for local government in Yorkshire and the Humber as a whole which properly ought to remain the function of LGYH.
- 1.5 The Authority may well feel that it is appropriate to continue its support for the concept of the Leaders' Board (within its proper statutory remit) but given that the new Scheme is supposedly being created pursuant to Section 71 of the 2009 Act then the proposed Scheme would appear to be non compliant with the legislation and the Authority may wish to raise its concerns over this aspect in responding to the consultation.



LOCAL GOVERNMENT YORKSHIRE & HUMBER (LGYH) LEADERS' BOARD

A CONSULTATION PAPER 11 January 2009

Summary

This document sets out the arrangements for the operation and management of the Local Government Yorkshire & Humber (LGYH) Leaders' Board, following the introduction of new legislation that requires Leaders' Boards to be established for all English Regions.

In the case of Yorkshire and Humber the LGYH Leaders' Board has been in place since June 2008, and the new legislation allows this existing Board to be placed on a statutory footing.

The LGYH Leaders' Board, through the full membership of LGYH - which includes all 22 district, unitary, county and metropolitan council leaders, police, fire and rescue and national park authorities in Yorkshire and Humber - represents the collective voice of local government in Yorkshire and Humber. It also has a particular responsibility, in partnership with Yorkshire Forward, to oversee the production and delivery of a new, integrated strategy to replace the existing Regional Spatial Strategy (RSS) and Regional Economic Strategy (RES).

The enclosed Scheme sets out how the LGYH Leaders' Board is constituted, in terms of how it represents local authorities across Yorkshire and Humber through a structure based on the four Functional Sub Regions of Leeds City Region, Sheffield City Region, Hull and Humber Ports and North Yorkshire and York. The role of the Leaders' Board as part of the Joint Regional Board, in partnership with the Regional Development Agency (Yorkshire Forward), its accountability arrangements and how its membership will be reviewed and refreshed over time is also explained.

In accordance with Government guidance, we seek comments on the enclosed Scheme and these should be submitted to LGYH (leadersboard@lgyh.gov.uk) by **Monday 22 February 2010**. Further contact details for LGYH are listed on page 4.

Following consultation the Scheme will be revised as appropriate and submitted formally to the Secretary of State for Communities and Local Government for final approval, in line with the new legislative requirements.

YORKSHIRE & HUMBER LEADERS' BOARD SCHEME

Legislative Background

1. The Local Democracy, Economic Development and Construction Act 2009¹ (“the Act”) implements statutory provisions that require local authorities in each English region to establish new local authority Leaders’ Boards.
2. The Act places a duty on the Leaders’ Board for Yorkshire and Humber, in partnership with the relevant Regional Development Agency (i.e. Yorkshire Forward) as the defined joint “responsible authorities”, to prepare a new integrated strategy for Yorkshire and Humber, replacing the existing Regional Spatial Strategy (RSS) and Regional Economic Strategy (RES).
3. In line with the Act and its associated Guidance², Local Government Yorkshire and Humber (LGYH), as the representative organisation for all of the local councils, police, fire and rescue and national park authorities in Yorkshire and Humber (defined collectively in the Act as the “participating authorities”), is responsible for the publication of this Scheme, setting out how the Leaders’ Board operates in Yorkshire and Humber.

A Leaders’ Board for Yorkshire and Humber

4. In the case of Yorkshire and Humber, the Act provides a legal mechanism for the existing LGYH Leaders’ Board to be put on a statutory footing and recognised through new legislation.
5. The LGYH Leaders’ Board was first constituted at LGYH’s Annual General Meeting (AGM) in June 2008 and its current Membership details, including named deputies, are enclosed at **Annex A**. The LGYH Leaders’ Board replaced the previous LGYH Executive Board (formed in 2006) and represented local government in Yorkshire and Humber’s response to the Government’s developing thinking at that time with regard to new regional strategy and decision-making structures, following the Review of Sub National Economic Development and Regeneration³.
6. The LGYH Leaders’ Board met formally for the first time in September 2008 and has continued to meet on an approximately bi-monthly basis since then; with the LGYH constitution⁴ requiring it to meet at least seven times during its annual cycle between LGYH AGMs each June. All secretarial, managerial and policy support for the LGYH Leaders’ Board is provided by officers within LGYH.
7. As set out in section 4 of the LGYH constitution, the Chair and Vice Chair of the Leaders’ Board reflect directly the Chair and Vice Chair of LGYH. The positions are appointed to at each LGYH AGM, for a two-year period of office and on a rotating basis from the four Functional Sub Regions (see paragraphs 10 to 12 below).

¹ See www.opsi.gov.uk/acts/acts2009/pdf/ukpga_20090020_en.pdf

² See www.communities.gov.uk/documents/planningandbuilding/pdf/1303429.pdf and www.communities.gov.uk/documents/citiesandregions/pdf/1129855.pdf

³ See www.berr.gov.uk/files/file45468.pdf and www.communities.gov.uk/documents/citiesandregions/pdf/1073344.pdf

⁴ See www.lgyh.gov.uk/The%20Library/Corporate-information/

Joint Decision-Making with the Regional Development Agency

8. In addition, the Leaders' Board represents half of a Joint Regional Board (JRB) for Yorkshire and Humber, in partnership with eight members of the Regional Development Agency, Yorkshire Forward's Board.
9. The JRB was established and met for the first time in November 2008 to ensure a joint decision-making, partnership structure on issues relating to the preparation of a new, integrated strategy for Yorkshire and Humber, as noted in paragraph 2 above. Current JRB Membership is enclosed for information at **Annex B**.

Representing the Functional Sub Regions (FSRs) of Yorkshire and Humber

10. The core principle of the LGYH Leaders' Board is to ensure appropriate representation of democratic local government across the four Functional Sub Regions (FSRs) in Yorkshire and Humber, namely:
 - The Leeds City Region;
 - The Sheffield City Region;
 - The Hull and Humber Ports City Region; and
 - North Yorkshire and York.
11. The four FSRs represent the spatial, collaborative structures in which local authorities in Yorkshire and Humber have come together, to reflect genuine socio-economic geographies, rather than what can be arbitrary and restrictive administrative boundaries. Local authorities are working together at these FSR levels to deliver more joined-up, more effective and more sustainable economic strategies, reflecting the "real-life" experiences and needs of individuals, organisations and businesses in their areas. A map illustrating the FSRs is enclosed at **Annex C**.
12. Given this focus on economic activity and collaborative strategy development at FSR level, the LGYH Leaders' Board has been constituted around equal representation across the four FSRs.

Composition, Representation and Accountability

13. The LGYH Leaders' Board, therefore, is made up of eight, democratically elected local authority leaders, nominated to the Board by each of the four sub-regional local authority leaders structures (i.e. two elected Members per FSR); and accountability for the Leaders' Board is provided through two important mechanisms.
14. Firstly, the relevant sub-regional structures are responsible for nominating their two representatives on the Leaders' Board. This process ensures that the wider group of local authorities in each sub-region is content with their representation and that the Leaders' Board nominees can be held to account in terms of how effectively they represent their partners.
15. Secondly, there is further direct accountability to LGYH's Full Membership, which has been re-constituted to ensure that the Leaders' Board is fully accountable to all local authorities across the region. This has been achieved through an increased number of Full Membership meetings, ensuring that meetings are held prior to JRB meetings, so that they can inform and influence discussion. LGYH's Full Membership has also been expanded to ensure the inclusion of all local

councils, police, fire and rescue and national park authorities in Yorkshire and Humber – namely all the “participating authorities” as defined in the Act.

Voting Rights on matters related to the Yorkshire and Humber Strategy

16. On matters relating to the preparation of the integrated Yorkshire and Humber Strategy discussed at the JRB, each Member has an equal, single vote, should this need to be exercised. This ensures an entirely equitable distribution of voting rights between LGYH Leaders’ Board and Yorkshire Forward Board membership; and, in turn, equal voting rights across the FSRs.
17. Should an occasion arise where agreement on strategic matters cannot be reached with Yorkshire Forward, wider advisory and managerial/support structures for the JRB would be engaged as appropriate. This includes the *ex-officio* advisors with a seat on the JRB, such as the Regional Government Office Director and Chair of the Regional Local Authority Chief Executives Group.
18. If required, the JRB’s managerial partnership - the “Regional Executive Group”, which involves the LGYH Chief Executive, Yorkshire Forward’s Chief Executive, the Government Office Regional Director and a number of local authority Chief Executives (two nominations per FSR) - will be able to take the necessary steps to resolve any such issues.

Effective and timely decision making

19. A forward programme of JRB and Leaders’ Board meetings has been established, linked to the provisional timetable established for the production and implementation of the Yorkshire and Humber Strategy (as set out in the Strategy’s agreed Project Plan).
20. The JRB’s supporting Thematic Boards and wider officer/Member networks have taken on appropriate responsibility to allow the Leaders’ Board and JRB to focus on the most critical strategic decisions, with systems in place for progress to be reported.

Refreshing Leaders’ Board Membership

21. Membership of the Yorkshire and Humber Leaders’ Board, including its named Deputies, is reviewed annually, with nominations confirmed or amended as required at LGYH’s AGM each June. This ensures that membership remains live and up-to-date with any political or representative changes that may take place at FSR level.

Further information

22. Any enquiries with regard to this document or the Leaders’ Board for Yorkshire and Humber more generally should be directed to LGYH, as follows:

Local Government Yorkshire and Humber
18 King Street
Wakefield
West Yorkshire
WF1 2SQ

Telephone: 01924 331631

Fax: 01924 331559

Email: leadersboard@lgyh.gov.uk

ANNEX A:

YORKSHIRE & HUMBER LEADERS' BOARD MEMBERSHIP, 2009/10

Name	Council	Representing (Functional Sub Region)	Political Party
Cllr Kris Hopkins	Bradford MDC	Leeds City Region	Con
Cllr Andrew Carter (Vice Chair)	Leeds CC	Leeds City Region	Con
Cllr Steve Houghton	Barnsley MBC	Sheffield City Region	Lab
Cllr Roger Stone (Chair)	Rotherham MBC	Sheffield City Region	Lab
Cllr John Watson	North Yorkshire County Council	Local Government North Yorkshire & York	Con
Cllr Arthur Barker	Hambleton District Council	Local Government North Yorkshire & York	Con
Cllr Stephen Parnaby	East Riding of Yorkshire Council	Hull & Humber Ports City Region	Con
Cllr Andrew De Freitas	North East Lincolnshire Council	Hull & Humber Ports City Region	LD

Named Deputy Members of the Leaders' Board, invited to attend to represent their Functional Sub Regions, should the above Members be unavailable:

Name	Council	Representing (Functional Sub Region)	Political Party
Cllr Stephen Baines	Calderdale MBC	Leeds City Region	Con
Cllr Paul Scriven	Sheffield City Council	Sheffield City Region	LD
Cllr Andrew Waller Cllr Tom Fox	City of York Council Scarborough BC	Association of North Yorkshire Authorities Association of North Yorkshire Authorities	LD Con
Cllr Carl Minns	Hull City Council	Hull & Humber Ports City Region	LD

ANNEX B:

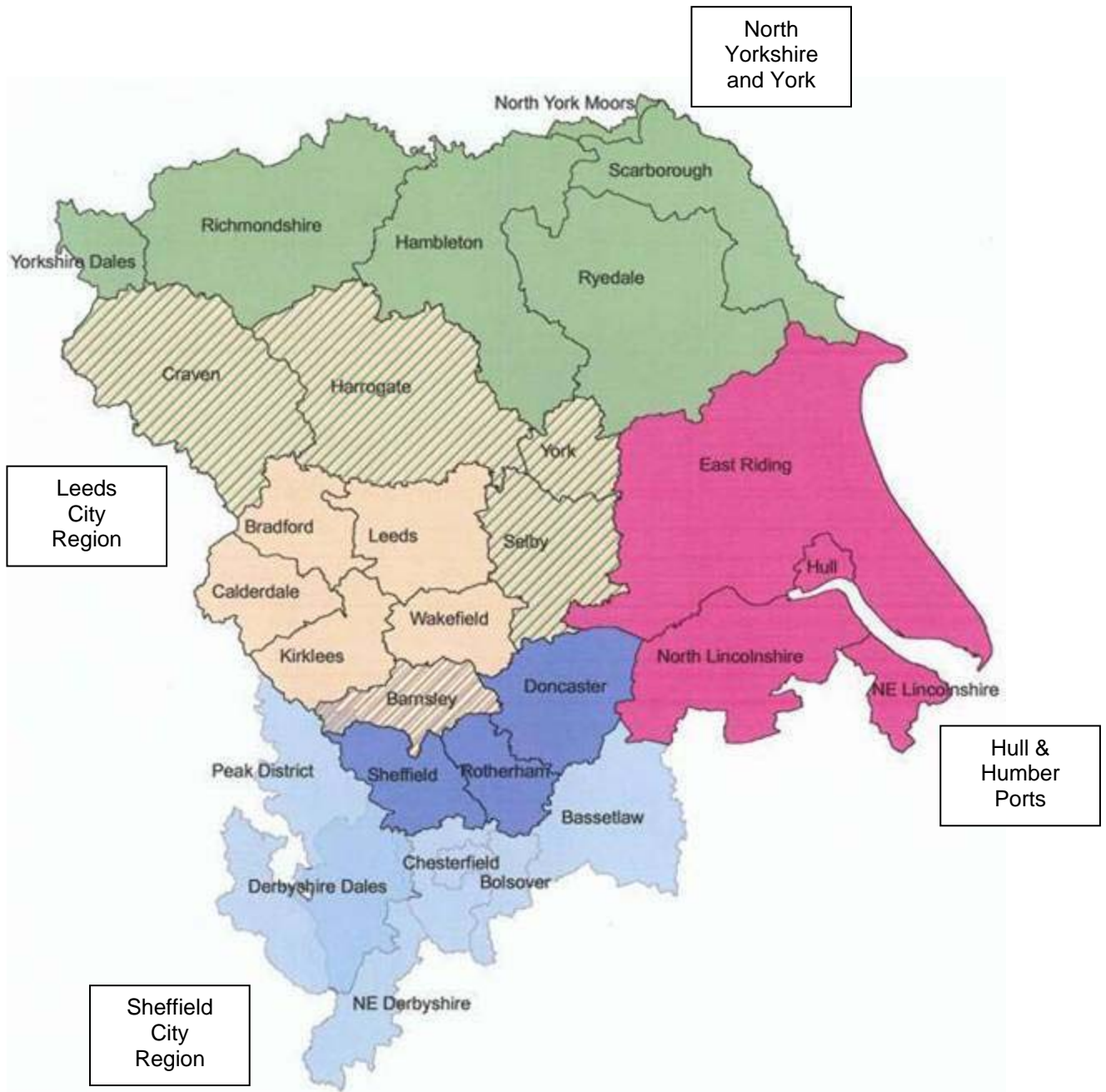
YORKSHIRE & HUMBER JOINT REGIONAL BOARD MEMBERSHIP, 2009/10

16 Members in total made up of 8 Members of the Yorkshire & Humber Leaders' Board and 8 Members of the Yorkshire Forward Board.

Name	Organisation/Council
Cllr Kris Hopkins	Leader, Bradford MDC (representing Leeds City Region)
Cllr Andrew Carter	Leader, Leeds CC (representing Leeds City Region)
Cllr Steve Houghton	Leader, Barnsley MBC (representing Sheffield City Region)
Cllr Roger Stone	Leader, Rotherham MBC (representing Sheffield City Region) & Co-Chair
Cllr Arthur Barker	Leader, Hambleton DC (representing Local Government North Yorkshire and York)
Cllr John Watson	Deputy Leader, North Yorkshire CC (representing Local Government North Yorkshire and York)
Cllr Stephen Parnaby	Leader, East Riding of Yorkshire Council (representing Hull and Humber Ports City Region)
Cllr Andrew De Freitas	Leader, North East Lincolnshire Council (representing Hull and Humber Ports City Region)
Terry Hodgkinson	Yorkshire Forward (Chair)
John Vincent	Yorkshire Forward Board (Business representative)
Bill Adams	Yorkshire Forward Board (Trade Union representative)
Laura Moynahan	Yorkshire Forward Board (Voluntary and Community Sector representative)
Kath Pinnock	Yorkshire Forward Board (Local authority representative)
Linda Pollard	Yorkshire Forward Board (Business representative)
John Weighell	Yorkshire Forward Board (Co Chair, Joint Regional Board)
Jan Wilson	Yorkshire Forward Board (Local authority representative)

ANNEX C:

MAP SHOWING YORKSHIRE & HUMBER'S FUNCTIONAL SUB REGIONS (FSRs)



Authorities relevant to this Part

71 Leaders' Boards

- (1) The participating authorities in each region other than London must for the purposes of this Part make a scheme for the establishment and operation of a body (whether or not incorporated) for the region.
- (2) A body under subsection (1) is to be known as a "Leaders' Board".
- (3) For the purposes of this section, "participating authority," in relation to a region, means any of the following authorities whose area falls wholly or partly within the region—
 - (a) a district council;
 - (b) a county council;
 - (c) a National Park authority;
 - (d) the Broads Authority.
- (4) Before making a scheme under subsection (1) the participating authorities in a region must consult such persons (if any) as they consider appropriate.
- (5) After making a scheme under subsection (1) the participating authorities in a region must submit it to the Secretary of State for approval.
- (6) If the Secretary of State approves a scheme under subsection (1), the participating authorities are to establish the body in accordance with the scheme.
- (7) The Secretary of State may give such sums as the Secretary of State considers appropriate—
 - (a) to a Leaders' Board, or
 - (b) to a participating authority in a region in respect of the Leaders' Board for the region.
- (8) If the Secretary of State considers that a Leaders' Board established for a region is not operating effectively, the Secretary of State may by direction withdraw approval for the scheme under which it is established (and subsection (6) accordingly ceases to apply in relation to that scheme).
- (9) The Secretary of State must by regulations make provision for Part 5A of the Local Government Act 1972 (c. 70) (public admission to meetings of principal councils, public access to documents, etc) to apply in relation to Leaders' Boards as it applies in relation to principal councils (within the meaning of that Part).
- (10) The application referred to in subsection (9) may be with such modifications as the Secretary of State considers necessary or expedient.

WEST YORKSHIRE FIRE & RESCUE AUTHORITY	FULL AUTHORITY	19 February 2010	ITEM NO
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REPORT OF: DIRECTOR OF FIRE SAFETY
& COMMUNITY RELATIONS

PURPOSE OF REPORT: TO INFORM MEMBERS OF THE OUTCOME
OF A NUMBER OF CRIMINAL
INVESTIGATIONS INTO ARSON BY THE
FIRE INVESTIGATION TEAM

RECOMMENDATIONS: THAT MEMBERS NOTE THE CONTENT OF
THE REPORT AND A SUMMARY OF
FURTHER CONVICTIONS BE ADDED TO
THE SIX MONTHLY FIRE SAFETY ACTIVITY
REPORT

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY: NONE

ACCESS CONTACT OFFICER: C J CLARKE 01274 471756

BACKGROUND PAPERS OPEN TO INSPECTION:

NONE

SUMMARY

This report provides a summary of the outcomes of a number of fire investigations carried out by the FI team which have lead to criminal prosecutions. The summary includes brief details of the incident, the charges brought by the Crown Prosecution Service and the subsequent sentences.

1. BACKGROUND

- 1.1 The Fire & Rescue Services Act 2004 Section 45, gives specific powers to authorised officers to obtain information and investigate fires. Prior to this act no such powers existed within the FRS. These powers can be used to investigate what caused the fire or how and why it progressed. The powers of entry and powers to investigate, take samples and record documentation are far reaching and go beyond any similar power afforded to any other agency.
- 1.2 Having been empowered by the act, the Crown Prosecution Service and the Police now see the FRS as experts in the field of fire investigation and therefore request detailed statements and evidence to support a prosecution. Such detailed evidence and expert knowledge is often open to challenge in the criminal court and is therefore only given by trained FI Officers.
- 1.3 In order to provide adequate expert knowledge, a dedicated team of FI Officers has been established within WYFRS. Presently that team comprises 4 WM's and 1 SM supported by 5 SM's with a bolt on reference. The dedicated team have undergone extensive training in the following areas;
- Fire investigation scene examination
 - Certificate in Forensic Science
 - Law, Evidence, Procedure and Best Practice
 - Advanced Statement and Report Writing
 - Advanced Investigative Interviewing
 - RIPA and Cross Examination

In addition they each attend two training days per year provided by the International Association of Arson Investigators IAAI, quarterly in house training and 4 hours tested CPD per quarter. The present level of training and knowledge allows them to be considered by the courts as expert witnesses.

2 INFORMATION

- 2.1 The appended summary is a breakdown of the criminal investigations in which the FI team have been involved and which have been resolved at the time of this report. There are a number of other investigations that are at differing stages and will be reported on at a later date.
- 2.2 There are other investigations that do not appear in the summary which the FI team and others have been involved in, however the Police are at present reluctant to release that information. The team are presently working with the West Yorkshire Police in an attempt to get that information released.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications.

“Making West Yorkshire Safer”

4. EQUALITY AND FAIRNESS IMPLICATIONS

- 4.1 There are no direct equality and diversity implications associated with this report.

5. HEALTH AND SAFETY IMPLICATIONS

- 5.1 There is evidence both nationally and locally, that those giving evidence in criminal cases, that attract high sentence tariffs, can be subject to reprisal by those sentenced or their relatives. Many of those convicted of arson have attacked people who were unknown to them and had done them no harm; it is unknown what revenge they may take on someone who has been instrumental in convicting them.
- 5.2 The FI role can be high profile and is used with some success when promoting fire safety following incidents that attract the public and media’s attention. However, a policy of anonymity is followed in the criminal justice cases, whereby only professional addresses and contacts are provided in correspondence.

6. CONCLUSIONS

- 6.1 In the twelve months up to November 2009, 21 people have been convicted of criminal offences involving 17 incidents of arson. Those convictions have led to prison sentences totalling 1 life sentence and 22 years 6 months in prison, 9 years of Community Service Orders and Hospital Orders of 2 years and one of an undetermined length.

7. RECOMMENDATIONS

- 7.1 That members note the content of the report and a summary of further convictions be added to the six monthly fire safety activity report.

CONVICTIONS FOR ARSON OFFENCES 2008/09

The following information is extracts from West Yorkshire Police conviction logs.

CONVICTED

Adult Male & Adult Female

Arson at: Ryedale Avenue, Knottingley
14/02/08

HOUSE FIRE "PERSONS", TWO PEOPLE RESCUED AND ONE JUMPED TO SAFETY. INITIALLY CREWS BELIEVED AN IGNITABLE LIQUID HAD BEEN POURED THROUGH LETTERBOX BY MEANS OF AN ATTACK ON THE OCCUPANTS. FI OFFICER ATTENDED AND FELT THE BURN PATTERNS WERE INCONSISTENT WITH LIQUID THROUGH LETTERBOX. TESTS WERE CARRIED OUT WHICH PRODUCED EVIDENCE TO SUPPORT THE THEORY THAT THE LIQUID WAS POURED FROM INSIDE BY THE OCCUPANTS.

12/02/09 convicted of **Arson with intent to endanger life** (pleaded guilty at last minute)

Adult Male - Community Punishment Order – 2 years & 275 unpaid hours

Adult Female - Community Punishment Order – 18 months

Adult Female

Arson at: Wheatley Lane, Halifax.
05/04/08

DEFENDANT PLACED COMBUSTIBLES ON COOKER HOB AND SWITCHED COOKER ON. FI GAVE STATEMENT EVIDENCE AS TO ENDANGERMENT OF LIFE

27/11/08 convicted of **Arson being reckless as to whether life is endangered** (pleaded guilty)
Imprisonment – 2 years

Adult Female

Arson at: Marlborough Grove, Leeds
23/01/08

DEFENDANT SET FIRE TO PAPERS IN THE LOUNGE OF HER FLAT. SMOKE PENETRATED INTO STAIRCASE OF HMO. THERE WAS A FURTHER FIRE IN SIMILAR CIRCUMSTANCES ON 5 FEB 2008. FI GAVE STATEMENT EVIDENCE ON CAUSE OF FIRE AND ENDANGERMENT OF LIFE

17/04/09 convicted of **Arson with intent to endanger life x 2** (pleaded guilty)
Supervision order – 3 years
Unpaid work – 140 hours

Adult Male

Arson at: Vignola Terrace, Clayton, Bradford.
13/12/08

DEFENDANT BROKE INTO THE PROPERTY WITH THE INTENTION TO STEAL. SET AT LEAST 5 SEATS OF FIRE IN AN ATTEMPT TO COVER HIS TRACKS. HE LEFT BLOOD STAINS IN THE PROPERTY. SILENT WITNESS USED TO IDENTIFY DEFENDANT. FI OFFICER GAVE STATEMENT EVIDENCE ON CAUSE OF FIRE AND ENDANGERMENT OF LIFE.

05/05/09 convicted of **Arson being reckless as to whether life is endangered** (pleaded guilty)
Imprisonment – 30 months

Adult Male & Youth Defendant

Arson at: Tong Way, Leeds.
04/11/07

HOUSE FIRE "PERSONS REPORTED" CREWS ATTENDED A FIRE INVOLVING A CARPET PLACED AGAINST FRONT DOOR OF THE PROPERTY. THE YOUTH HAD ATTACKED THE PROPERTY FOLLOWING A DISPUTE. CREWS REPORTED THE FIRE AS DELIBERATE BUT WERE UNABLE TO GIVE A STATEMENT TO AS TO CAUSE AND ENDANGERMENT. FI OFFICER GAVE STATEMENT EVIDENCE FROM SOCO IMAGES ON CAUSE OF FIRE AND ENDANGERMENT OF LIFE

30/05/09 convicted of **Arson being reckless as to whether life is endangered** (found guilty)
Adult Male Imprisonment – 18 months
Youth defendant Young Offenders Institute – 18 months

2 Adult Males

Arson at: Belvedere Mount, Beeston, Leeds.
09/02/09

HOUSE FIRE DEFENDANTS BROKE INTO HOUSE TO ATTACK THE OCCUPANT, CAUSED CRIMINAL DAMAGE AND SET FIRE TO THE BEDROOM. FI OFFICER GAVE STATEMENT EVIDENCE ON CAUSE OF FIRE AND ENDANGERMENT OF LIFE

27/06/09 convicted of

- **Arson being reckless as to whether life is endangered**
(found guilty)
- **Wounding causing grievous bodily harm with intent x 2**
- **Theft**

Male 1 Imprisonment – 27 months for wounding

Male 2 Imprisonment – 27 months for wounding

- 27 months for Arson

Adult Female

Arson at: Thorold House, Idle, Bradford
10/01/08

DEFENDANT SET A NUMBER OF FIRES OVER A PERIOD OF SEVERAL DAYS. ALL THE FIRES WERE IN THE HIGH RISE BLOCK OF FLATS. TWO INVOLVED PLACING IGNITED ITEMS THROUGH LETTERBOXES AND A THIRD WAS THE IGNITION OF A GAS METER BOX OUTSIDE THE FRONT DOOR OF A FLAT ON THE FIFTH FLOOR. TWO FI OFFICERS ATTENDED ON DIFFERENT OCCASIONS AND GAVE STATEMENT EVIDENCE ON THE CAUSE AND ENDANGERMENT OF LIFE.

03/09/08 convicted of

- **Arson being reckless as to whether life is endangered**
- **Arson with intent to endanger life**

Imprisonment – Life

Adult Male

Arson at: Airedale Hospital, Steeton
29/09/08

INPATIENT SET FIRE TO A BED ON THE WARD, THERE WERE A NUMBER OF OTHER PATIENTS ON THE WARD AT THE TIME HE PULLED TWO NURSES INTO HIS ROOM AFTER SETTING FIRE TO IT. FI OFFICER GAVE STATEMENT EVIDENCE ON CAUSE AND ENDANGERMENT OF LIFE

18/02/09 convicted of

- **Arson being reckless as to whether life is endangered**
(pleaded guilty)
- **Arson with intent to endanger life x 2**

Hospital order with length undetermined

Adult Female

Arson at: Bayswater Mount, Leeds
12/11/07

DEFENDANT SET FIRE TO A BED IN THE FIRST FLOOR BEDROOM OF THREE STOREY MID TERRACE. HER ACTIONS INJURED A 10 MONTH OLD CHILD AND A 57 YEAR OLD FEMALE WHO WERE IN THE HOUSE. FI OFFICER GAVE STATEMENT EVIDENCE ON CAUSE AND ENDANGERMENT OF LIFE

02/06/09 convicted of

- **Arson with intent to endanger life** (pleaded guilty)

Hospital order – 24 months

Adult Female

Arson at: Highfield Lane, Silsden
04/05/08

DEFENDANT SET FIRE TO BEDDING SHE HAD PLACED IN THE KITCHEN DIRECTLY BEHIND THE FRONT DOOR OF THE PROPERTY. WHEN NEIGHBOURS TRIED TO RESCUE HER SHE RAN FURTHER BACK INTO THE HOUSE, SHE WAS SUBSEQUENTLY RESCUED BY FIRE CREWS. FI OFFICER GAVE STATEMENT EVIDENCE ON CAUSE AND ENDANGERMENT OF LIFE

04/05/09 convicted **Arson being reckless as to whether life is endangered**
(pleaded guilty)

Supervision order – 1 year

Adult Male

Arson at: Brooksbank Avenue, Bradford
17/05/09

CREWS ATTENDED A DWELLING FIRE IN WHICH CANNABIS WAS BEING GROWN. DEFENDANT SET FIRE TO TOWELS PLACED ON A SOFA AFTER FALLING OUT WITH HIS GIRLFRIEND WHO LIVED IN THE HOUSE. FI OFFICER GAVE STATEMENT EVIDENCE ON CAUSE AND ENDANGERMENT OF LIFE

10/08/09 convicted **Arson being reckless as to whether life is endangered**
(found guilty)

Imprisonment – 26 months for the arson & 2 months for the cannabis

Adult Male

Arson at: Rochester Street, Shipley
16/08/08

CREWS ATTENDED TWO FIRES IN THE SPACE OF THREE WEEKS ON THE COMMUNAL LANDING OF A FOUR-STOREY BLOCK OF FLATS. DEFENDANT WAS LINKED TO THE FIRE BY FIRE DEBRIS EVIDENCE FOUND BY THE FI OFFICER. THE FI OFFICER GAVE COURT EVIDENCE ON THREE OCCASIONS AS TO CAUSE OF FIRES AND ENDANGERMENT OF LIFE.

06/11/09 convicted **Arson with intent to endanger life** (found guilty)
Imprisonment – 5 years

Adult Male

Arson at: Throstle Square, Leeds
06/09/09

DURING A DOMESTIC INCIDENT DEFENDANT LOCKED HIMSELF IN THE LOFT OF HIS HOUSE WHERE HE SET FIRE TO BEDDING. HE WAS RESCUED AND ARRESTED AT THE SAME TIME BY POLICE ON THE SCENE. FI OFFICER GAVE STATEMENT EVIDENCE ON CAUSE AND ENDANGERMENT OF LIFE

11/10/09 convicted **Arson being reckless as to whether life is endangered** (pleaded guilty)
Imprisonment – 1 year suspended & 1 year supervision order & 150 hours unpaid work

Youth Defendant

Inc No. 16378091
Arson at: Block Spa Mill, Slaithwaite
16:52 09/05/09

YOUTH SET FIRE TO LORRIES IN MILL YARD. FI OFFICER GAVE STATEMENT EVIDENCE ON CAUSE

11/10/09 convicted **Arson**(pleaded guilty)
Referral order – 6 months

Adult Male & Adult Female

Arson at: Street Lane, Leeds
04/03/08

BUILDING FIRE "MAKE PUMPS 6" 26 YEAR OLD FEMALE RESCUED FROM FLAT ABOVE SHOP. FIRE & PETROL VAPOUR EXPLOSION OCCURRED IN THE BASEMENT OF THE SHOP SPREADING TO THE GROUND FLOOR WITH SMOKE LOGGING TO WHOLE OF BUILDING. FI OFFICER GAVE DETAILS OF POSSIBLE INJURIES TO PERPETRATOR, ALL HOSPITALS SEARCHED & FEMALE DEFENDANT WAS FOUND WITH 60% BURNS IN NORWICH HOSPITAL. EVIDENCE WAS GIVEN ON CAUSE AND ENDANGERMENT OF LIFE.

24/04/09 convicted of **Arson being reckless as to whether life is endangered** (found guilty)
Adult Male Imprisonment – 30 months
Adult Female Imprisonment – 30 months

Adult Male

Arson at: Whitehead Lane, Huddersfield
26/11/08

DEFENDANT ALLEGED THAT A PERPETRATOR HAD KNOCKED AT HIS DOOR AND ASKED TO USE HIS TOILET. HE CLAIMED TO HAVE LET THE PERSON IN AND THAT HE HAD GONE UPSTAIRS AND LIT A FIRE UNDER THE BED. FI OFFICER GAVE STATEMENT EVIDENCE ON CAUSE AND ENDANGERMENT OF LIFE. POLICE PROVIDED EVIDENCE THAT NO OTHER PARTY WAS INVOLVED

16/06/09 convicted of **Arson being reckless as to whether life is endangered** (pleaded guilty) – 21 months Imprisonment

Adult Female

Arson at: Royal Close, Hunslet
02/06/09

DEFENDANT LIVED IN AN END TOWN HOUSE IN HUNSLET. SHE DELIBERATELY SET FIRE TO CURTAINS IN THE GROUND FLOOR LOUNGE AND BEDDING IN A 1ST FLOOR BEDROOM. SHE THEN WENT AND HID IN ANOTHER BEDROOM AND WAS RESCUED BY A PASSERBY WHO BROKE A GROUND FLOOR WINDOW TO ENTER THE PROPERTY.

DEFENDANT CLAIMED THAT THE FIRE WAS STARTED BY THE PERSON WHO RESCUED HER. FIO GAVE A STATEMENT TO POLICE ABOUT THE ORIGIN AND CAUSE OF THE FIRE AND LIKELIHOOD OF FIRE SPREAD, INCLUDING THE ENDANGERMENT TO NEIGHBOURS, THE RESCUER AND ATTENDING FIRE CREWS.

28/09/09 convicted of **Arson being reckless as to whether life is endangered** (pleaded guilty).

Imprisonment - 9 months, suspended for 18 months
Supervised by the Probation Service for 18 months
150 hours unpaid work (to be completed within 12 months)

WYFRA	FULL AUTHORITY	19 FEBRUARY 2010	ITEM NO
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REPORT OF: DIRECTOR (FS&CR)

PURPOSE OF REPORT: TO PROVIDE ADDITIONAL INFORMATION ON OUR ACTIVITIES TO REDUCE UNWANTED FIRE SIGNALS (UwFS)

RECOMMENDATION: THAT MEMBERS NOTE THE REPORT

EXEMPTION CATEGORY: N/A

CONTACT OFFICER: NIGEL CHARLSTON

BACKGROUND PAPERS F & R PAPER - 30 JANUARY 2009

REPORT - REDUCING FALSE ALARMS –
REDUCTION THROUGH PARTNERSHIP

CFOA 2008 POLICY REDUCTION OF FALSE
ALARMS & UNWANTED FIRE SIGNALS

AUTHORITY PAPER – UWFS – 18 DEC 09

SUMMARY:

On 18 December 2009, Authority Members were provided with a report detailing the activity carried out during the year to reduce the number of unwanted fire signals (UwFS) generated by fire detection and fire alarm systems. At the request of Elected Members, this paper has been produced to provide additional information on our reduction activities and sanctions applied to those premises with excessive UwFS.

1 Background

- 1.1 The current UwFS policy seeks to address the issue of a relatively small number of premises (e.g. Hospitals) generating a large number of false alarms and UwFS. However we must recognise that the largest proportion of our UwFS come from premises producing just one or two false alarms per year. These UwFS are not, generally, initiated from poorly performing fire alarm systems and it is very difficult, if not impossible to eradicate these calls.
- 1.2 Nationally and locally the number of false alarms recorded is increasing, largely in line with the increased use of automatic fire detection (AFD) systems.

2. Information

- 2.1 In September 2008 CFOA introduced its new policy for the Reduction of False Alarms & Unwanted Fire Signals. The new policy has been gradually introduced throughout West Yorkshire since January 2009. There are certain areas that still need to be fully addressed; these have been delayed due to national consultations. We are still awaiting the completed Code of Practise between CFOA and the Fire Alarm Monitoring Organisations. When this Code of Practise is finalised and implemented it should have a significant impact on the number of false alarm actuations attended.
- 2.2 Activity carried out for the 2009 year, and for the third quarter, to reduce UwFS is detailed in the Table 1 below:

Table 1 – Activity Report

1-10-09 to 31-12-09	Totals
No of premises added to Monitoring Register or updated on New Policy	140
No of Premises with Improvement Plan	18
No of Premises where Enforcement Notices issued	1
No of Premises notified of False Alarms	156
Totals to Date	
No of premises on Monitoring Register (Using Policy)	1081
No of Premises with Improvement Plan	58
No of Premises where Enforcement Notices issued	2
No of Premises notified of False Alarms	946

- 2.3 As can be seen from the above table, the quarterly statistics (1-10-09 to 31-12-09) show that 140 premises have generated an unacceptable level of unwanted fire signals and been placed on the monitoring register. These premises have been given guidance and education on how to reduce their unacceptable level of false alarm actuations and will be monitored to assess their progress.

- 2.4 There have been 18 premises that have failed to achieve the reduction required and they have been issued with an improvement plan. Meetings have taken place with the responsible persons and their fire alarm installers/maintainers to discuss suitable/required remedial action and approved timescales have been agreed.
- 2.5 Appendix A highlights the effectiveness of the improvement plan procedure.
- 2.6 At the present time, due to the differing set timescales set for individual premises, it is difficult to illustrate the real benefits achieved. However, by comparing those premises where we can gather statistics for the 6 months prior to the improvement plan and the number of UwFS in the 6 months after the improvement plan, it can be seen there has been a reduction of 24% in attendances to false alarm activations.
- 2.7 The ultimate sanction is to remove our response to a signal from the fire alarm system transmitted to MACC by a remote receiving centre. This sanction has been applied to 58 premises. These premises must now use the 999/112 emergency number to report a fire alarm actuation. Removal of our response was not popular, and it was not unknown for the alarm receiving centre to still pass fire alarm actuations after we had informed them of this policy.
- 2.8 The new policy advocates the use of enforcement powers under the Regulatory Reform (Fire Safety) Order 2005 to solve the problem before we contemplate removing a response. Two Enforcement Notices have been issued (the latest on 5 October 2009) to a hotel in Leeds. Following a recent meeting with the hotel's management and fire alarm Company, an agreement has been reached to partly renew and update their fire alarm system which should significantly improve its performance.
- 2.9 The first Enforcement Notice, issued on 2 June 2009 has been completed. The premises provided student accommodation and in the 12 months prior to the notice there were 49 false alarm actuations attended. The enforcement notice forced the company who run the student accommodation to employ further staff to enable a more effective management of fire alarm procedures to take place and this resulted in there being no false alarm actuations attended in the 3 months since this action was taken.

3. Financial Implications

- 3.1 The latest figures published by the government estimate that the cost of false alarms in the UK is around £1 billion a year. Much of this cost is borne by commerce from lost production and interruptions to business.
- 3.2 Calculating the true costs associated with UwFS for this Authority is extremely complex, as a balance needs to be made between attendance costs and the benefits of reduced response times. There is at present no national model available that provides an accurate cost/benefit analysis.

4. Equality & Fairness issues

- 4.1 There are no equality and fairness issues arising from this report.

5. Health & Safety Implications

- 5.1 The Authority will endeavour to protect the public by safely reducing the number of UwFS, preventing complacency in protected buildings and safeguarding fire fighters responding to unnecessary calls.

6. Conclusions

- 6.1 As shown above and in previous reports of this kind, the policy for reducing false alarms and unwanted fire signals is steadily progressing and is mainly achieving its aims. There are fewer attendances to problem premises and this is reducing the burden on fire service resources and costs.
- 6.2 Using the policy provides a structured, risk assessed approach to the reduction of unnecessary fire service attendances to false alarms. It should be remembered that the policy is a national policy based on good practise and follows recognised procedures. To perform or introduce other measures to reduce attendances at this moment, would go against national guidance and may result in the Authority being open to criticism
- 6.3 It is essential that our strategy for the reduction of UwFS is carefully managed so it does not reduce the protection provided by AFD systems. While there are significant benefits claimed for resources released to be used for other activities, these gains could be offset by increases in expected fatalities and property damage attributable to the delay in response to genuine fires.

Appendix A

NAME	ADDRESS	POST CODE	No of UwFS 6 mths before Imp Plan	No of UwFS 6 mths after Imp Plan
Polestar Petty Ltd	30 - 32 Whitehall Road Lower Wortley	LS12 1BB	3	0
Leeds Housing Concern	Oakdale House Meanwood Road Leeds	LS7 2LP	10	3
Leeds City Council	Municipal Buildings Calverley Street	LS1 3AA	13	6
Armley Health Centre	93 Town Street Armley Leeds	LS12 3HD	6	0
WYMTD	Leeds Central Bus Station Leeds	LS2 7XX	8	1
Village Hotel Leeds	186 Otley Road Headingley Leeds	LS16 5PR	12	2
Pilkington Laminated	Knowsthorpe Gate Cross Green Leeds	LS9 0NS	8	4
Education Leeds	Cockburn College of Arts Beeston Leeds	LS11 5TT	12	0
H W Martin Waste Ltd	Parkside Industrial Estate Garnet Road Hunslet Leeds	LS11 5LA	10	3
The Range	City South Retail Park Hunslet Leeds	LS10 2BB	8	3
	Troy Foods Ltd, Royds Farm Road, Beeston,	LS12 6DX	5	0
Education Leeds	Carr Manor High School, Carr Manor Road, Moortown, Leeds	LS17 5DJ	5	2
	Allerton Grange High School Talbot Avenue Roundhay Leeds	LS17 6SF	15	6
The Grammar School at Leeds	Leeds Grammar School Alwoodley Gates Harrogate Road Moortown Leeds	LS17 8GS	8	2
Education Leeds	Leeds West Academy Calverley Lane Bramley Leeds	LS13 1AH	7	6
Barclays Bank Plc	10 Market Street Bradford	BD1 1NR	6	2
Glyde House	Glydegate Bradford	BD5 0BQ	12	2
	Bradford Girls Grammar School Senior School Squire Lane Bradford	BD9 6RB	7	0
Farmers Boy	Cemetery Road Lidget Green Bradford	BD8 9SA	9	4
Sparks Confectionary	Units 1 - 5 Thornton Road Industrial Estate Hockney Road Bradford	BD8 9HQ	6	4
Next Group Plc	Unit 4 West Side Retail Park Leeds Road Guiseley Leeds	LS20 9NE	9	0
John Brooke & Sons (Holdings Ltd)	Yorkshire Technology Office Park Armitage Bridge Huddersfield	HD4 7NR	10	2
	Packhorse Shopping Centre Pack Horse Walk Huddersfield	HD1 2RT	11	0
Huddersfield New College	Huddersfield New College New Hey Road Salendine Nook Huddersfield	HD3 4GL	8	0
Newbank Garden Centre Ltd	Newbank Garden Centre Stainland Road Elland	HX4 8AN	7	0
Coca Cola Enterprises Ltd	Kenmore Road Wakefield 41 Industrial Estate Wakefield	WF2 0XR	10	5
Fyffes Group Ltd.	Kenmore Road Wakefield	WF2 0XE	4	0
Wm Morrison Plc	Kenmore Road Wakefield	WF2 0XF	9	3
John Cotton (Mirfield)	Nunbrook Mills Mirfield	WF14 0EH	14	1
Wakefield Metropolitan District Council	Freeston Business and Enterprise College Favell Avenue Normanton	WF6 1HZ	8	4
Kerry Foods	Healey Old Mills Healey Road Ossett	WF5 8NF	16	0
National Coal Mining Museum For England	Caphouse Colliery New Road Overton Wakefield	WF4 4RH	10	5
James Latham Limited	Longlands Milner Way Ossett	WF5 9JE	12	5
Finlay Beverages	Elmsall Way Dale Lane South Elmsall	WF9 2XS	17	1

WYFRA	FULL AUTHORITY	19 FEBRUARY 2010	ITEM NO
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REPORT OF: DIRECTOR (FS&CR)

PURPOSE OF REPORT: TO PROVIDE MEMBERS WITH AN UPDATE ON THE FIRE AT LAKANAL HOUSE, CAMBERWELL

RECOMMENDATION: THAT MEMBERS NOTE THE REPORT

EXEMPTION CATEGORY: N/A

CONTACT OFFICER: NIGEL CHARLSTON

BACKGROUND PAPERS

LETTERS SENT TO ALL HOUSING AUTHORITIES AND ASSOCIATIONS

COPY OF WORKING AGREEMENTS AND SCHEDULES WITH HOUSING ASSOCIATIONS

NEWS RELEASE: JOHN DENHAM: WE WILL ACT QUICKLY ON FIRE TRAGEDY FINDINGS - 6 JULY 2009

NEWS RELEASE: DENHAM WELCOMES CHIEF FIRE AND RESCUE ADVISER'S REPORT INTO TRAGIC CAMBERWELL FIRE - 6 AUGUST 2009

REPORT BY THE CHIEF FIRE AND RESCUE ADVISER ON EMERGING ISSUES ARISING FROM THE FIRE AT LAKANAL HOUSE, CAMBERWELL - PUBLISHED: 6 AUGUST 2009

LETTER FROM THE TSA TO REGISTERED SOCIAL LANDLORDS

LACORS FIRE SAFETY PROTOCOL

LACORS FIRE SAFETY GUIDANCE

SUMMARY: This report provides an update on the Camberwell fire and the subsequent actions taken by the West Yorkshire Fire & Rescue Service. This fire has sent shockwaves around the UK, prompting a series of investigations as well as calls for a full public inquiry. Three children and three adults died as a result of this fire. The available information/images suggest that the fire started on the fifth floor and spread vertically through the structure to the eleventh.

1. Background

- 1.1 The fire at 16.19 hrs on 3 July 2009 at Lakanal House, Sceaux Estate, Camberwell, London was by any measure a tragic event. The fire resulted in the loss of six lives, 15 residents and a firefighter were injured and London Fire Brigade were required to assist a further 40 residents to safety. Along with loss of life and injuries, over 90 families had to vacate their homes.
- 1.2 On 6 July, the Secretary of State for Communities and Local Government, John Denham MP, requested that the Chief Fire and Rescue Adviser Sir Ken Knight undertook an immediate review of circumstances surrounding the fire to provide an independent overview of the investigations relating to the fire and to report back on emerging findings.
- 1.3 It was agreed from the outset that the review would maintain close liaison with other respective investigations to identify some early areas for consideration or further review. However, it is also important to recognise that the full investigation, leading to a Coroner's Inquest may take many months to complete and is likely to establish additional information. It is also important that the review should not prejudice the formal investigation process. The terms of reference for the review did not extend to the operational performance of London Fire Brigade. The details that surround the incident, including the development and spread of fire, the firefighting operations and the management of the building remain the subject to an investigation, led by the Metropolitan Police Service.
- 1.4 Following the incident, attention has focused on the design of high-rise flats and the suitability of a single central staircase for evacuation, the 'single-exit enclosed fire escape' design being a common feature. Although the tower block is understood to have met all of the fire safety requirements laid down at the time of its construction, several residents reported that the complicated layout of the flats made evacuation difficult and, with many similar blocks countrywide, there are concerns about the unusual and rapid fire spread and why it moved between floors in such a short space of time.

2. Information

- 2.1 The cause of the fire in Lakanal House has been identified as a faulty television set. Investigations into the reasons behind the rapid spread of the fire are still ongoing, and may take some time to complete.
- 2.2 One of the areas likely to be subject to investigation is the integrity of the passive fire protection measures following major refurbishment or alterations. Fortunately a fire of this type and with such tragic outcomes is a very rare event in the UK. The vast majority of fires in flats are contained within the compartment where the fire first starts in accordance with the design requirements of the building regulations. On 6 August 2009, CLG published the 'emerging issues' from Sir Ken Knight's report. Appendix A provides the 'emerging issues' from the report and the actions taken by this Service.
- 2.3 The introduction of the Housing Act 2004 and the Regulatory Reform (Fire Safety) Order 2005 (Fire Safety Order) has imposed an analogous duty on two statutory authorities to enforce fire safety provisions within certain types of housing (e.g. blocks of flats).

- 2.4 The Authority and all 5 Local Housing Authorities (LHA) in West Yorkshire have signed up to a national protocol. The protocol describes the detailed joint working arrangements between LHAs and the Authority to deliver the objective of improved fire safety.
- 2.5 To promote the efficient use of resources, this protocol identifies discrete areas of inspection and enforcement, appropriate review and monitoring arrangements and provides for urgent or complex requests for assistance from either party. It seeks to provide all parties, as far as is reasonably practical, with a measure of confidence that they are discharging their respective duties under legislation.
- 2.6 The table below lists the authority that will normally take the lead in inspection and enforcement action in different types of property.

1. Single dwellings, including shared housing, (Fire risk assessment not required)	LHA
2. All Houses in Multiple Occupation (HMO) whether or not subject to mandatory, selective or additional licensing	LHA
3. All self contained flats, whether purpose built or converted	LHA
4. Premises with mixed commercial and associated residential accommodation and sheltered housing	WYFRA
5. Hostels/B&B/hotels	WYFRA Hostels generally have a requirement for the residents to have a particular need or dependency and do not provide permanent accommodation
6. All multiple-occupied accommodation that is owned or managed by the LHA	WYFRA

- 2.7 Both authorities utilise a risk based enforcement approach. In general, LHAs undertake a risk assessment utilising the Housing Health and Safety Rating System while WYFRA expect the responsible person, usually the housing provider, to undertake a risk assessment.
- 2.8 The full protocol can be viewed on the WYFRA intranet and internet sites.
- 2.9 As stated previously, the investigations into the cause of the tragic fire at Lakanal House will not be fully completed for some time, however, Fire Safety felt it necessary for officers to carry out a number of sample inspections of high-rise domestic premises throughout West Yorkshire. The findings of that exercise were not encouraging. During these inspections officers found a number of high-rise blocks with very poor fire protection. The worst example found was a 15-storey block known as Dodge Holme Court, Mixenden, Halifax.
- 2.10 Dodge Holme Court – had been sold to a private buyer and was occupied by a range of tenants, including single people, families, older people and people with disabilities. Residents paid a service charge to the company owning the building to pay for upkeep of the grounds and communal areas, caretaker etc. By 2009 the company owning the freehold of the block also owned the leases to 84 flats and were renting 34 of these to tenants. The flats owned by others included 7 owner

occupiers, 2 absent owners and 6 owned and rented out by other private sector landlords.

- 2.11 In July 2009 officers from Calderdale Council's Environmental Health Services and West Yorkshire Fire and Rescue Service visited the building to assess whether it met with fire safety requirements. At this time major concerns were raised by the Fire Service regarding fire safety issues at the building which they described as a serious and imminent risk to both the residents and fire-fighters.
- 2.12 A meeting with Housing Services, Environmental Health Services, Legal, Police and West Yorkshire Fire and Rescue Service was held to determine the most appropriate course of action. The principal options under the Housing Act 2004 were to either serve an Improvement Notice on the owners to carry out the required works (then estimated to be about £200-300K worth of improvements and repairs to common areas) or to serve a Prohibition Order to prevent people living in the block until the works had been carried out.
- 2.13 The ownership of the block was not clear. The original freehold owners had sold the building to another company some years previously, who had taken several mortgages with a building society and payments had allegedly fallen into default. The Building Society had appointed Receivers. The Receivers had employed a caretaker and were in the process of obtaining quotes from contractors to carry out some repairs.
- 2.14 Following discussions with the Receivers it was clear that the works would take several months to complete. It was agreed that this would leave residents (and firefighters) at an unacceptably high risk and therefore it was decided that Calderdale would issue an immediate Prohibition Notice.
- 2.15 Out of the 46 households moved out of Dodge Holme Court:
- 38 moved into stock transfer RSL Pennine Housing 2000 properties
 - 7 moved into private rented accommodation (most arranged by the Council)
 - 1 moved into a Yorkshire Housing property
- 2.16 The building is now secure with on-site security, boarding and CCTV. The residents and the Council await a decision by the Receivers about whether they will carry out the repairs or sell the block.
- 2.17 The vast majority of residents have stated they do not wish to return to their former homes and are much happier in their new homes. One 72 year old resident (not the oldest client) stated: *"I was shocked when I was told I had to move, I had lived there for years. But now, I love my new home and I'll never move back. The service I received was impeccable"*.
- 2.18 Fire Safety Officers found a property with similar conditions within the Leeds area, however, the housing association responsible for the block agreed to re-house all the residents without the need to issue a Prohibition Notice. A full debrief of the sample high-rise inspection programme was arranged for Management Board, who agreed to suspend the published re-inspection programme for 2009/10 in order for fire safety officers to concentrate their inspection activity on high-rise flats.
- 2.19 A further 20% sample of high-rise domestic premises was conducted by Fire Safety enforcement staff. To complement this initiative, a tailored Fire Safety training package with formal assessment was developed and given to Operations Officers to increase their knowledge of fire protection and in firefighting procedures

in high-rise domestic premises. The following information was obtained from each of the sampling exercises within the 5 districts:

LEEDS DISTRICT

Protocol: Signed
Number of high rise local authority ALMO/Stock Transfer premises identified: 320
Audits completed: 90 (65 Ops. and 25 F.S - sample completed).
Action taken: All risk assessments completed – agreed actions plans produced.
Training completed and records returned: Yes
What work is currently being undertaken: After the Fire Inspections and complaints.

BRADFORD DISTRICT

Protocol: Requires signing
Number of high rise local authority ALMO/Stock Transfer premises identified: 145
Audits completed: 47 (27 Ops. And 20 FS – sample complete)
Action taken: 8 action plans produced
Training completed and records returned: Yes, except retained officers (in progress). Training records returned.
What work is currently being undertaken: After the Fire Inspections and complaints.

WAKEFIELD DISTRICT

Protocol: Signed
Number of high rise local authority ALMO/Stock Transfer premises identified: 52
Audits completed: 15 audits (7 Operations, and 8 FS - sample complete).
Action taken: 2 action plans produced – compartmentation issues.
Training completed and records returned: Yes. Additional training given to WDH health and safety risk advisors from across N.E England.
What work is currently being undertaken: After the Fire Inspections and complaints.

KIRKLEES DISTRICT

Protocol: Signed
Number of high rise local authority ALMO/Stock Transfer premises identified: 76
Audits completed: 21 audits (30 Ops. And 18 FS - sample completed)
Action taken: 14 action plans for fire doors and compartmentation.
Training completed and records returned: Completed
What work is currently being undertaken: After the Fire Inspections and complaints.

CALDERDALE DISTRICT
Protocol: Signed
Number of high rise local authority ALMO/Stock Transfer premises identified: 79
Audits completed: 35 (14 Ops. and 21 F.S - sample complete).
Action taken: No further action necessary.
Training completed and records returned: Yes, except retained Officers (in progress). Training records returned.
What work is currently being undertaken: After the Fire Inspections and complaints.

2.20 The outcomes of the sampling exercise demonstrate that Fire Safety standards in high-rise domestic premises vary across the districts, although the conditions found within Dodge Holme Court have thankfully proven to be the extreme. The new protocol allows any further remedial works identified in these premises to be addressed consistently across the 5 districts allowing each party to discharge its respective regulatory duties.

2.21 Work to date has concentrated on high-rise blocks previously owned by Councils. Officers are now confident that all necessary remedial works have been or are being addressed. The next phase of the project will move the emphasis to privately owned high-rise accommodation throughout West Yorkshire.

3. Financial Implications

3.1 There are no financial implications arising from this report.

4. Health & Safety implications

4.1 Appropriate fire protection and inspection can save lives and reduce risks to firefighters. Only the ongoing investigations can reveal the real truth about what happened inside Lakanal House to cause a raging inferno which killed 6 people. Given the rigorous rules health and safety impose in every corner of British life, how could this have happened?

4.2 Although the cause of the fire at Lakanal House has been identified, the fire development and fire spread is unusual. The initial investigations have not as yet been able to identify the mechanisms that caused the fire development or spread. The principles of fire protection and firefighting in the UK are based on containment of the fire within a compartment. It is therefore important that there is a full understanding of how and why the fire developed and spread to ensure that this principle remains sound.

5. Equality & Fairness issues

5.1 There are no equality and fairness issues arising from this report. Through partnership Fire Safety will provide an innovative, accessible and responsive service that ensures the county remains a safe place to live, work and visit.

6. Conclusions

6.1 It is anticipated that the outcome of the investigations will inform the question of the internal passive fire protection and external fire spread and will be used to provide appropriate guidance on modification and refurbishment of premises and to

improve operational guidance to fire and rescue services. Housing Minister John Healey has written to Local Authorities and Registered Social Landlords asking them to offer some reassurance to tenants, including practical measures that they could take such as reminding tenants how to protect themselves from fire, which includes having a working smoke alarm and regularly testing it.

- 6.2 His letter also reminds Authorities and Landlords of the requirements under the Housing Act 2004 and the Housing Health and Safety Rating System which helps them to evaluate potential risk to health and safety from deficiencies in dwellings. While it would be wrong to draw premature conclusions before we fully understand what happened, Officers of the Authority want to reassure the public across West Yorkshire that we will keep them fully informed and take any recommended remedial action as quickly as possible

Appendix A

Report to the Secretary of State by the Chief Fire and Rescue Adviser on the emerging issues arising from the fatal fire at Lakanal House, Camberwell on 3 July 2009

It is important that the emerging findings and areas for consideration identified during the early stages of this review are considered at the earliest opportunity to ensure that we are able to learn from this incident and thereby reduce the risk of future fires in high rise buildings ending in such tragic circumstances.

The following 'emerging issues' have been identified from the report and the actions to be taken by the Authority in partnership with the Housing Authorities and associations are also listed. These actions are preliminary and work is currently ongoing.

1. Emerging Issue

There is a need for more innovative ways of ensuring tenants are aware of the fire precautions in social housing. Engagement through the tenants/residents association has the potential to form an important bridge between the housing authority and the tenants/residents themselves. This is recognised by the London Borough of Southwark which is actively considering different ways of improving tenant awareness and their engagement in fire safety matters.

It is apparent that the fire safety advice available to occupants in some high-rise residential buildings is not consistent.

Action by WYFRS - A strategy has been produced by FS in liaison with CFS. FS/CR has produced a guidance document for residents of high-rise blocks. The Guidance is available on our Internet and intranet sites. A Copy of the guidance has been sent to all local housing authorities within West Yorkshire.

2. Emerging Issue

The protection incorporated into the design and fabric of the building is the fundamental basis for reducing the spread of fire and loss of life. In undertaking major changes and refurbishment work in such buildings, the significance of the passive fire protection is required to be clearly specified and understood by the main contractor for the work, as well as those installing or altering the protection.

It remains important that products used in fire safety protection meet recognised industry specifications and that they are installed by suitably competent people who fully recognise the significance of the fire safety measures being installed.

Action by WYFRA – Officers have produced generic and specific guidance for housing authorities and associations. Please see example in the Table below.

HIGH RISE FLATS - ADVICE TO HOUSING ASSOCIATIONS

FIRE SAFETY RISK ASSESSMENTS UNDER THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

This note aims to give those responsible for the safety of such buildings an indication of those areas which are likely to need to be covered to ensure that any fire safety risk assessment carried out to comply with the provisions of the Fire Safety Order is likely to be considered suitable and sufficient.

- Fire risk assessments must consider the structure of the premises including fire resistance and fire stopping between common parts and residential accommodation. Although premises may have been constructed with appropriate compartmentation to prevent fire spread (including that provided by flat doors fitted with effective self-closing devices), fire stopping and fire resistance, the ongoing presence of effective provision needs to be reasonably confirmed and monitored through ongoing review. Any defects not identified at the construction stage or arising from wear and tear, vandalism or works during the lifetime of the building (e.g., introduction or renewal of services, decoration, repairs and refurbishment - which should be managed to avoid compromising fire safety - and changes made by residents) can then be identified and addressed.
- A fire may occur in a flat, or a resident's flat may be involved or affected by a fire elsewhere in the premises (e.g., via external fire spread). The fire resisting construction etc noted above must ensure (so far as is reasonably practicable) that relevant persons (residents and others) can make a safe escape via common internal and/or external escape routes.
- Attention must be given to the potential surface spread of flame and the fire resistance of wall and ceiling linings and structures in the means of escape.
- Effective management controls must be in place to ensure means of escape are not used for storage of combustible materials or items that block or impede use of the means of escape and that the means of escape is sufficiently obvious and illuminated, particularly at night.
- The ability of fire to enter or develop in voids such as ducting, risers and false ceilings must be checked and considered. Where fire or products of combustion enter or develop in such spaces rapid spread both horizontally and vertically may occur if a suitable route is available (eg, appropriate cavity barriers and fire stopping are not present or are damaged).
- Residents in blocks of flats should be made aware of the appropriate action to take in case of fire, as determined by the fire risk assessment, and the means of escape available to them. Fire action notices or other means of passing fire safety information should be provided for residents, maintenance staff and visitors.

PRIORITY LIST FOR HOUSING ASSOCIATIONS UNDERTAKING RISK ASSESSMENTS AND PRODUCING ACTION PLANS

1. Risk assessments
2. Remove combustible storage for common circulation areas
3. Residents in blocks of flats should be made aware of the appropriate action to take in case of fire, as determined by the fire risk assessment, and the means of escape available to them. Fire action notices or other means of passing fire safety information should be provided for residents, maintenance staff and visitors
4. As necessary reinstate compartmentation to stairway enclosures including self-closing fire doors
5. As necessary reinstate compartmentation to lobby and corridor enclosures including self-closing fire doors, cavity fire barriers etc.
6. Schedule maintenance for dry risers

7. Check compartmentation for rubbish chutes
8. Consider the provision of secondary lighting to escape routes
9. Introduce systems to control refurbishments (including those carried out by tenants)
10. As necessary reinstate compartmentation to individual flats including self-closing fire doors
11. Consider providing appropriate means of giving warning in case of fire
12. Reinstatement access for high-reach fire appliances
13. External fire spread

3. Emerging Issues

Consideration should be given to fitting battery operated smoke detectors in all existing high-rise social housing occupancies at each level of the dwelling in compliance with current standards.

Consideration should be given at the time of major refurbishment to upgrading of the electrical installation to ensure that the active fire protection systems are upgraded as appropriate, in particular: the installation of hard wired smoke detector(s) at each level within each dwelling in compliance with current standards and, using the existing knowledge and emerging technology now available.

Consideration should be given to providing a link between the individual dwelling and an alarm receiving centre ensuring prompt and accurate calls to the fire and rescue service. Such systems also allow for a manual, pre-determined delay of the call transmission to prevent unwanted false alarms.

Action by WYFRS – Guidance forms part of the action plan for the item above.

Consideration should be given to reminding local housing authorities of their responsibilities for fire safety management within shared and common parts of a building, with an emphasis on the need for suitable illumination, including provision of emergency lighting and signage to assist occupants to escape safely in case of fire.

Action by WYFRS – A letter from the CFO/CE has been sent to all housing authorities and housing associations in West Yorkshire.

4. Emerging Issue

From this preliminary review there appears to be no urgent or immediate requirements for current national operational guidance to be significantly changed. However, there are some indications that this guidance will need further clarification and additional information particularly in the areas of simultaneous multi-level fires, fire behaviour within high-rise buildings, safe systems of work and systematic search procedures.

Actions by WYFRs – We are awaiting further guidance, in the interim FS has liaised with Operational colleagues regarding multi-floor fires.

5. Emerging Issue

The premises information available for effective firefighting is obtained through the gathering of information from visits undertaken by fire and rescue services under the auspices of section 7(2) d of the Fire and Rescue Services Act 2004. In complex buildings it is appropriate that details of the layout and risk associated with the building are available at the incident for command and control purposes.

Action by WYFRS – A policy on risk critical operational information has been produced. A joint inspection/training programme was introduced for all Crew Managers from September 2009.

6. Emerging Issue

There is a requirement in the Fire Safety Order (FSO) to appoint one or more competent persons to assist the responsible person in undertaking the preventable and protective fire safety measures within premises. However, there is no similar requirement for a competent person to be appointed to assist in making a suitable and sufficient risk assessment. It is important that assurance be given to both the responsible person for the premises and the enforcing authority that a risk assessment has been undertaken by a competent person, particularly in relation to high risk premises.

Action by WYFRA – This matter has been discussed with all the housing associations who have agreed to adopt a standard MOU on this issue.

7. Emerging Issue

Decent Homes focuses on the dwelling itself – it is not concerned with the common parts of buildings and so these aspects of fire safety would not be included. While the Housing Health and Safety Rating System (HHSRS) does take into account the whole building, the current guidance for this process does not appear to provide adequate advice on the fire safety protective measures required in dwellings nor is there reference to fire safety guidance or the requirements under the Regulatory Reform (Fire Safety) Order 2005.

Action by WYFRS – We fully support additional guidance being included in HHSRS, and will remind all our housing authorities

8. Emerging Issue

Consideration should be given to reviewing criteria requirements within the Housing Health and Safety Rating System to ensure that the safety critical elements of passive and active fire safety measures are included as well as the need to include an assessment of the fire protection measures necessary in the common parts of the building.

Action by WYFRS – We fully support such a review.

9. Emerging Issue

It is considered beneficial to undertake a review of the relationship between the Decent Homes programme and the Housing Health and Safety Rating System to ensure that the requirements under the Regulatory Reform (Fire Safety) Order 2005, to carry out a suitable and sufficient risk assessment, are consistent and refer to the availability of guidance on fire safety in certain types of housing issued by Local

Authority Coordinators of Regulatory Services, the Chartered Institute of Environmental Health and the Chief Fire Officers Association.

Action by WYFRS – All Housing Authorities in West Yorkshire have signed up to the above-mentioned guidance

10. Emerging Issue

Consideration should be given to reminding local housing authorities and fire and rescue authorities of the expectations for strategic, tactical and individual joint consultation on fire safety issues as contained within Local Authority Coordinators of Regulatory Services guidance.

Action by WYFRS - All Housing Authorities in West Yorkshire have signed up to national working protocol. A reminder/confirmation letter has been sent by the CFO/CE to all Housing Authorities (July 09).

11. Emerging Issue

Consideration should be given to including the fire safety features required in the common areas of high rise blocks of flats residential dwellings in the outcomes of the Reform of Council Housing Finance consultation.

Action by WYFRS – We will fully support this recommendation during any future consultation.

WYFRA	FULL AUTHORITY	19 FEBRUARY 2010	ITEM
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REPORT OF: THE DIRECTOR OF CORPORATE RESOURCES

PURPOSE OF REPORT: TO CONSIDER AN AMENDMENT TO THE APPROVED PROGRAMME OF MEETINGS FOR 2009 / 2010.

RECOMMENDATION: THAT THE 11 JUNE 2010 MEETING OF THE AUDIT COMMITTEE BE REVISED TO 18 JUNE 2010.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY: None

ACCESS CONTACT OFFICER: Nicola Houseman 01274 655740

**BACKGROUND PAPERS
OPEN TO INSPECTION:** None

1 BACKGROUND

- 1.1 The previously agreed date of 11 June 2010 for the Audit Committee, as approved at a meeting of the Full Authority in April 2009, is scheduled to consider the Statement of Accounts for 2009 / 10. It has become apparent, however, that the timescale will be difficult in terms of the closure of accounts and the production of the report in time for the statutory despatch of papers for the meeting.
- 1.2 Accordingly, it is suggested that the meeting of the Audit Committee currently scheduled for 11 June 2010 be moved to 18 June.

WYFRA	FULL AUTHORITY	19 FEBRUARY 2010	ITEM No
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REPORT OF: Directors of Human Resources

PURPOSE OF REPORT: To inform Members of WYFRS' contribution to the national DVD 'Now You're Talking' – an introduction to language learning for young people

RECOMMENDATIONS: To note the report

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY:

ACCESS CONTACT OFFICER: Maria Tonks
Equality and Diversity Manager

BACKGROUND PAPERS OPEN TO INSPECTION:

SUMMARY

WYFRS have made a valuable contribution to a National DVD to encourage young people to learn languages. The importance of a range of languages to support the service delivery to a diverse community is fundamental to our ongoing success.

1 BACKGROUND

- 1.1 Routes Into Languages is a national programme of university consortia. The Regional Language Network (RLN) is a key partner in the Yorkshire & Humber consortium and helped with the production of a DVD '**Now You're Talking**' to be disseminated widely to all schools and colleges for students / senior management / parents / governors as a free resource.
- 1.2 The purpose of the DVD is to promote the learning of language and cultural skills and demonstrate their application in the workplace. Whilst the RLN had excellent examples of the value of a variety of languages for international trade, they were looking to capture good practice in the employment of people with community language skills.

2 INFORMATION

- 2.1 Following discussions with RLN it was agreed that West Yorkshire Fire & Rescue Service could provide an excellent example which would be showcased on the video.
- 2.2 For the DVD, RLN wanted to capture - in as exciting and engaging a way as possible - the WYFRS values and how we use the language skills of our staff.
- 2.3 We used examples of operational employees from the BME community using their languages and cultural knowledge to help provide better customer service and Community Safety Outreach workers providing fire safety advice in the community. These examples demonstrated how WYFRS communication effectively with individuals whose first language is not English.

3 FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications associated with this report

4 EQUALITY & DIVERSITY IMPLICATIONS

- 4.1 This provides positive implications for WYFRS across all directorates.

5 HEALTH & SAFETY IMPLICATIONS

- 5.1 There are no direct health and safety implications arising from this report

6 RECOMMENDATIONS

- 6.1 That Member note the report

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MINUTES OF THE MEETING HELD AT FIRE AND RESCUE SERVICE HEADQUARTERS, BIRKENSHAW, ON FRIDAY 18 DECEMBER 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, P Harrand, D Hollingsworth, N Ikram, M Jamil, M Khan, G Kirkland and D O'Neill

Apologies : Councillors D Gray, T Hardwick, A McKenna and A Wallis

40 CHAIRMAN'S ANNOUNCEMENTS

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.

Councillor B Smith

Councillor B Smith was present at the meeting to receive a certificate in recognition of his service to the Authority.

Councillor David O'Neill

The Chair welcomed Councillor David O'Neill, (Liberal Democrat member, Calderdale MBC) both to the meeting and to the Authority.

Customer Excellence

The Chair took the opportunity to advise Members of the receipt of a letter from the Prime Minister addressed to the Chief Fire Officer, congratulating the Authority on achieving Customer Service Excellence.

Efficiency Savings

Members noted the receipt of a letter from Communities and Local Government offering congratulations on the Authority's delivery of efficiency savings.

Local Government Association – subscriptions

It was reported to Members that the annual subscriptions to the Local Government Association had been reduced for the forthcoming year by ca £4,000 as a result of lobbying from member authorities. The Chair advised that he hoped this would not be the end of the issue but that further adjustments may follow.

Urban Search and Rescue (USAR) – 7 January 2010

Members were reminded that the USAR building, sited at West Yorkshire Fire and Rescue Service Headquarters, would be officially opened by the Fire Minister, Shahid Malik MP, on 7 January 2010.

CARPS demonstration

It was reported that this had been scheduled to take place immediately upon the rising of the meeting but had had to be postponed due to damage to the equipment.

Member information sessions

Members were requested to advise the secretariat of their attendance at the two sessions in early 2010 as follows;

Friday 29 January	9am	Fire Authority finances and budget 2010/11
Monday 1 February	9.30am	Data Protection issues

41 ADMISSION OF THE PUBLIC

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

42 URGENT ITEMS – LOCAL AUTHORITY CONTROLLED COMPANY (LACC) DIRECTORS – CHANGE OF SOUTH YORKSHIRE STATUS

Consideration was given to a report of the Director of Corporate Services which sought to advise Members of the receipt of a request from the Regional Control Centre company to give consent to a proposal by South Yorkshire Fire and Rescue Authority to change its representation on the Company Board from a corporate Director arrangement to representation by three elected Members.

RESOLVED

That the Authority gives its approval to the Regional Control Centre company request permitting South Yorkshire Fire and Rescue Authority to change from corporate to human director representation on the company board.

43 DECLARATIONS OF INTEREST

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

44 MINUTES OF THE LAST MEETING

RESOLVED

That the Minutes of the Authority at a meeting held on 4 September 2009 be signed by the Chair as a correct record.

45 MINUTES OF THE PERSONNEL AND TRAINING COMMITTEE

RESOLVED

That the Minutes of the Personnel and Training Committee at meetings held on 25 September and 4 December 2009 be received.

46 MINUTES OF THE FINANCE AND RESOURCES COMMITTEE

RESOLVED

That the Minutes of the Finance and Resources Committee at a meeting held on 16 October 2009 be received.

47 MINUTES OF THE AUDIT COMMITTEE

RESOLVED

That the Minutes of the Audit Committee at meetings held on 18 September and 23 October 2009 be received.

48 MINUTES OF THE EXECUTIVE COMMITTEE

RESOLVED

That the Minutes of the Executive Committee at meetings held on 28 September and 6 November 2009 be received.

49 MINUTES OF THE STANDARDS COMMITTEE

RESOLVED

That the Minutes of the Standards Committee at a meeting held on 22 October 2009 be received.

50 LOCAL GOVERNMENT ASSOCIATION - MINUTES

RESOLVED

- (i) That the Minutes of the Safer Communities Board at meetings held on 14 September and 9 November 2009 be received;
- (ii) That the Minutes of the Fire Services Management Committee at meetings held on 18 September and 23 November 2009 be received; and
- (iii) That the Minutes of the Fire Services Forum at a meeting held on 16 October 2009 be received.

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

RESOLVED

That the Minutes of a meeting of the Yorkshire and Humberside Regional Management Board held on 1 October 2009 be received.

52 MINUTES OF THE FIRE AUTHORITIES' REGIONAL CONTROL CENTRE LOCAL AUTHORITY CONTROLLED COMPANY (LACC)

That the Minutes of a meeting of the Local Authority Controlled Company held on 15 October 2009 be received.

53 CHANGE IN MEMBERSHIP AND APPOINTMENTS TO COMMITTEES 2009 – 10

Consideration was given to a report of the Director of Corporate Resources which advised of a change in membership of the Authority with effect from 3 November 2009. It was reported that this had also varied the balance of political parties represented on the Authority which, in itself, required a reallocation of seats amongst two of the political groups on Authority Committees.

Members were advised that Calderdale MBC had terminated its appointment of Councillor B Smith (Labour) and replaced him with Councillor D O'Neill (Liberal Democrat). The political balance of the Authority had changed to;

Labour	9 members
Conservative	7 members
Liberal Democrat	5 members
Morley Borough Ind	1 member

The change in political balance impacted on the allocation of the 36 committee seats as follows;

Labour Group	17 seats reduced to 15
Liberal Democrat Group	7 seats increased to 9
Conservative Group	Retain allocation of 12 seats (including seat allocated to the non-Group member)

It was reported that the following changes had to be made to the individual committee allocations;

Finance and Resources Executive or Audit	One seat to transfer from Labour to Liberal Democrat
	One seat to transfer from Labour to Liberal Democrat

RESOLVED

- (i) That the change in membership and political balance be noted;
- (ii) That two ordinary committee seats be reallocated from the Labour Group to the Liberal Democrat Group as follows;

Finance and Resources Committee	Delete Councillor B Smith (Labour) and add Councillor David Ridgway (Lib Dem)
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Audit Committee	Delete Councillor B Smith (Labour) and add Councillor David O'Neill (Liberal Democrat)
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And,

- (iii) That the following changes be made to the Committee substantive and substitute members;

Delete Cllr Smith as substitute of the following and replace as described

Executive Committee	Cllr T Hardwick as sub for Cllr Khan Cllr M Akhtar as sub for Cllr McKenna
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Personnel and Training Committee	Cllr A Wallis as sub for Cllr Armitage Cllr A Wallis as sub for Cllr Hardwick Cllr M Akhtar as sub for Cllr Ikram Cllr M Akhtar as sub for Cllr McKenna
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Standards Committee	Cllr M Khan to sub for Cllr McKenna
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Finance and Resources Briefing group	Cllr A Wallis to sub for Cllr Khan
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54 APPOINTMENTS TO OUTSIDE BODIES – FIRE AUTHORITIES IMPROVEMENT GROUP AND METROPOLITAN FIRE AUTHORITIES COORDINATING GROUP

The Director of Corporate Resources submitted a report which sought appointments to Outside Bodies for the year 2009 / 10.

Since the date of the Annual meeting when appointments to a number of outside bodies were confirmed, membership of the Authority had changed (Min no. 53 refers) and notification had been received from other newly-established bodies as follows;

Fire Authorities Improvement Group	Chair
Association of Metropolitan Fire Authorities	Chair plus one member

It was further reported that a substitute for the Regional Management Board and an alternate Director were required to be appointed to replace the positions held by Councillor Bryan Smith.

RESOLVED

- (i) That Councillor S Armitage be appointed as alternate Director on the Yorkshire and Humberside Regional Control Centre Local Authority Controlled Company for 2009 / 10 to replace Councillor B Smith and that Councillor S Armitage be appointed as substitute for Councillor McKenna on the Regional Management Board;
- (ii) That approval be given to the appointment of the Chair to the Fire Authorities Improvement Group in 2009 / 10; and
- (iii) That approval be given to the appointment of the Chair and Councillor P Booth to the Association of Metropolitan Fire Authorities for the remainder of the current municipal year.

55 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 October 2009.

Members commented on the following issues;

- Relevance of NI 48 (influence on level of road traffic collisions)
- Attacks on firefighters and number of successful prosecutions
- Work of partner agencies with young people at risk of anti-social behaviour
- Obligation of other authorities to submit comparative information

RESOLVED

- (i) That officers be thanked for the preparation of such a clear though detailed report;
- (ii) That the report be noted; and
- (iii) That an item be placed on the agenda of the next Association of Metropolitan Fire Authority meetings seeking full cooperation of other authorities in the provision of comparative information.

56 CHANGES TO THE AUTHORITY'S CONSTITUTION – PUBLIC SPEAKING

Consideration was given to a report of the Director of Corporate Resources which presented the recommendations of the Authority's Standards Committee with regard to a proposal to include the provision for public speaking in the Authority's Constitution document.

Members were reminded that the issue had been raised at the Annual Meeting of the Authority and subsequently referred to the Standards Committee for consideration. Details of the resolution of the Standards Committee were included at paragraph 1.2 to the report now submitted.

RESOLVED

- (i) That the report be noted; and
- (ii) That the Authority's Constitution be amended to include reference to a public speaking policy, such policy to be subject to the following;
 - Public speaking to be permitted at meetings of the full Authority only
 - Notice of questions from members of the public to be received in writing by the Director of Corporate Resources a minimum of 3 working days before the date of the meeting
 - All questions to be relevant to the remit of the Authority
 - Each question to be limited to 3 minutes
 - Question time to be limited to 15 minutes
 - Written responses to be provided within 10 working days of the meeting
 - Members of the public should not include employees of the Authority and other elected politicians
- (iii) That the detail at (ii) above be subject to specified provisions as agreed at the 19 June 2009 meeting and as detailed at paragraph 1.3 to the report now submitted; and
- (iv) That the Authority's public speaking policy be reviewed by the Standards Committee at its meeting in March 2011 prior to the submission of a full monitoring report to the June 2011 Annual meeting of the Authority.

57 MEMBER CHAMPIONS – PROTOCOL AND 2009 – 10 UPDATE

The Director of Corporate Resources submitted a report which proposed the adoption of a protocol for the Authority's Member champions and which introduced the six-monthly update from Member champions as follows;

Risk Management	Councillor P Booth
Performance Management and Improvement	Councillor M Khan
Best Value	Councillor A Castle
Environment	Councillor T Hardwick
Information Governance	Councillor R Finnigan
Learning and Development	Councillor N Ikram
Equality and Diversity	Councillor D Gray

It was reported that the proposed protocol clarified the expectations placed on Member champions with regard to their defined role and provision of officer support with a view to maximising their effectiveness.

RESOLVED

- (i) That the report be noted;
- (ii) That the Member Champion protocol, as detailed at an annex to the report now submitted, be adopted by the Authority.; and
- (iii) That the appointment of an E-champion be deferred until the February 2010 meeting of the Authority.

58 INTEGRATED RISK MANAGEMENT PLAN (IRMP) – OUTCOME OF STRATEGIC REVIEWS

Consideration was given to a report of the Director of Operations which set out the outcomes of the five review streams as follows;

- Duty systems
- Retained duty systems
- Managerial command and capacity
- Specialist appliances and rescue resources
- Revised emergency cover arrangements

Members were advised that one of the main premises of the IRMP work had been the balance of cost and availability of appliances (emergency response) and the changes proposed allowed a more efficient and cost effective approach to the provision of a fire service in West Yorkshire.

RESOLVED

- (i) That the outcome of the review of duty systems (including the retained duty systems) as approved by the Personnel and Training Committee on 25 September 2009 be noted;
- (ii) That the recommendations of the managerial command and capacity review as detailed at paragraph 4 of the report now submitted be approved;
- (iii) That approval be given to the recommendations of the review of specialist appliances and rescue resources as detailed at paragraph 7; and
- (iv) That approval be given to the five stage implementation process for revising emergency cover arrangements as detailed at paragraph 6 of the report now submitted.

59 INTEGRATED RISK MANAGEMENT PLAN – FIRE PROVISION – NORMANTON

The Director of Operations submitted a report which sought approval for proposals to develop Normanton Fire Station on the existing site and to the introduction of a day crewing (close call) system to replace the existing Retained Duty System.

Members were advised of the proposed changes to arrangements at Normanton which, taking account of comments made during the recent consultation process, included a move from the previously proposed Peak Activity Crewing arrangement to Day Crewing.

The proposed amendments would improve attendance times and provide an enhanced response to the surrounding towns and villages in a cost effective manner. It was reported that the staffing changes would accrue £0.25m per annum once fully implemented.

Whilst alternative sites for the station had been investigated over previous few years, it was now proposed that the existing site be re-developed in accordance with requirements of the Integrated Risk Management Plan. The re-development would create savings in land costs of £0.15m and also in terms of overall building costs as the new re-developed station would be smaller than had been originally planned.

RESOLVED

- (i) That approval be given to proposals to develop Normanton Fire Station on the existing site; and
- (ii) That a Day Crewing (close call) crewing system be introduced at Normanton Fire Station.

60 NEW DIMENSION – TRANSFER OF ASSETS

Members considered a report of the Director of Operations which advised of considerations associated with the transfer of the New Dimension assets and which sought approval for the Authority to take ownership of the assets.

It was reported that there remained some uncertainties in terms of long-term funding from Communities and Local Government (CLG) which had also been raised by the Chief Fire Officers' Association (CFOA).

RESOLVED

- (i) That approval be given to the transfer of New Dimension assets subject to there being no substantive issues arising from the CFOA correspondence with CLG; and
- (ii) That CLG be advised of the decision by 31 December 2009.

61 COMPREHENSIVE AREA ASSESSMENT (CAA) RESULTS 2009

The Director of Corporate Resources submitted a report which informed Members of the results of the Audit Commission's Comprehensive Area Assessment (CAA) of the Authority during 2009.

Members were reminded that the CAA process had replaced the previous CPA process (Comprehensive Performance Assessment). CAA involved a number of individual organisational assessments, focussing on outcomes, as follows;

- Managing finance
- Governing business
- Managing resources
- Managing performance

It was reported that the Authority had scored 3 out of 4 in each area of organisational assessments placing it joint second in a national league of Fire Authorities and performing the best in the region.

RESOLVED

That the results of the 2009 Comprehensive Area Assessment (CAA) be noted.

62 UNWANTED FIRE SIGNALS – UPDATE

Consideration was given to a report of the Director of Fire Safety and Community Relations which updated Members on the policy for dealing with unwanted fire signals generated by automatic fire detection and fire alarm systems (currently representing 32% of all calls).

Members were advised of the reduction activities being undertaken and of changes to the mobilisation policy which introduced a risk assessed filtering system enabling the responsible person to make a check of the premises before calling the Fire Service. These changes had the potential to produce a total of £17,270,000 in efficiency savings from the reduction in mobilisations.

The policy complied with the requirements of the 2008 – 11 National Framework document requiring Fire and Rescue Authorities to establish a fire protection management strategy and risk-based inspection programme. It was proposed that additional specialist resources from within the existing establishment, be reassigned to supplement this specific area of work in 2010/11.

Members discussed the issue of poorly maintained automated alarm systems and were advised that, should calls be at an unacceptable level, enforcement action was an option available under the Fire Safety (Regulatory Reform) Order.

RESOLVED

- (i) That the report be noted;
- (ii) That evaluation of the resource implications and cost / benefit associated with automatic fire detection and alarm systems be incorporated into the Integrated Risk Management Plan (IRMP) risk-mapping exercise (due to commence in 2010); and
- (iii) That a report be submitted to the next meeting of the Committee detailing action taken to date in the case of poorly maintained systems.

63 FIRE DEATHS AND INJURIES

The Director of Fire Safety and Community Relations submitted a report which informed Members of the details and causes surrounding the accidental dwelling fire fatalities since April 2009, the measures taken to prevent such occurrences and the results of a comparative exercise with other Metropolitan Fire Authorities.

It was reported that the majority of fire deaths had a social context and were linked to some evidence of deprivation – an area where Members could help in terms of local authority social care policies. West Yorkshire had experienced a 55% decrease in the number of accidental fire deaths over the previous 9 year period and was currently the top performer when compared with other Metropolitan Fire Authorities.

Members were advised that a new set of indicators had been published which required the inclusion of murder, suicide and road traffic collision in the accidental fire death figures – in this scenario, West Yorkshire ranked in 3rd position.

RESOLVED

That the report be noted.

64 FIRE SAFETY ACTIVITY REPORT

The Director of Fire Safety and Community Relations submitted a report which informed Members of activities within the Fire Safety Group and statistics for the 6 months from April – September 2009.

RESOLVED

That the report be noted.

Chair