

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

**MEETING TO BE HELD ON FRIDAY 19 DECEMBER 2008 AT 11.00 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 5 SEPTEMBER 2008

(pp 3 - 7)

(Enclosed)

6. MINUTES OF THE PERSONNEL AND TRAINING COMMITTEE 2008 (pp 8 -)

a) 26 September 2008

b) 5 December 2008

(Enclosed)

7. MINUTES OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 17 OCTOBER 2008 (pp 15 - 22)

(Enclosed)

- 8. MINUTES OF THE AUDIT COMMITTEE (pp 23 - 32)**
 - a) 19 September 2008**
 - b) 31 October 2008**

(Enclosed)

- 9. MINUTES OF THE EXECUTIVE COMMITTEE (pp 33 - 42)**
 - a) 12 September 2008**
 - b) 1 October 2008**
 - c) 9 October 2008**
 - d) 20 October 2008**

(Enclosed)

- 10. MINUTES OF THE STANDARDS COMMITTEE HELD ON 31 OCTOBER 2008 (pp 43 - 49)**

(Enclosed)

- 11. LOCAL GOVERNMENT ASSOCIATION MINUTES (pp 50 - 73)**
 - a) Safer Communities Board – 14 July 2008 and 10 November 2008**
 - b) Fire Services Management Committee – 5 September 2008 and 24 November 2008**
 - c) Fire Services Forum – 10 October 2008**

- 12. MINUTES OF THE REGIONAL MANAGEMENT BOARD HELD ON 2 OCTOBER 2008 (pp 74 - 79)**

(Enclosed)

- 13. PERFORMANCE MANAGEMENT REPORT (pp 80- 107)**

(Enclosed)

- 14. RCC – ESTABLISHMENT OF COMPANY (pp 108 - 110)**

(Enclosed)

15. MODEL CODE OF CONDUCT – CONSULTATION (pp 111 - 153)

(Enclosed)

16. CHANGES TO INVESTMENT POLICY (pp 154 - 155)

(Enclosed)

17. MEMBER CHAMPIONS 2008 / 9 - UPDATE (pp 156 - 165)

(Enclosed)

18. FIRE SAFETY ACTIVITY REPORT (pp 166 - 173)

(Enclosed)

19. SAFETY CENTRAL UPDATE – PRESENTATION

West Yorkshire Fire & Rescue Service

Performance Management and Activity Report 2008/9



Period Covered: 1 April 2008 –
31 October 2008

Date Issued: 10 December 2008

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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:

- Best Value Performance Indicators (Corporate Health)
- Best Value Performance Indicators (Service Delivery)
- National Indicators from 1 April 2008

The Best Value indicators inform the ten Comprehensive Performance Assessment (CPA) indicators, which were used by the Audit Commission to determine the performance information element of the service assessment for 2007/8.

CPA service assessment calculations are made by averaging Best Value service delivery indicator performance over a period of one to five years, dependent upon the CPA indicator.

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 – 31 October 2008.







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 Metropolitan Fire Authorities and Local Authorities, will be included periodically 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/internet 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 |
|  | Indicator used for CPA reporting process |
|  | Direction of travel, compared to position at this time last year |

Targets by Indicator Category

| National Corporate Health Indicators | National Service Delivery Indicators | National Indicators from 1 April 2008 |
|--------------------------------------|--------------------------------------|-----------------------------------------|
| BVPI 2(a) | BVPI 142(ii) | NI 33 |
| BVPI 2(b) | BVPI 142(iii) | NI 49 |
| BVPI 3 | BVPI 143(i) | |
| BVPI 8 | BVPI 143(ii) | Local Service Indicators |
| BVPI 11(a) | BVPI 144 | Recruitment (Uniform) Ethnic Minorities |
| BVPI 11(b) | BVPI 146(i) | Recruitment (All) Ethnic Minorities |
| BVPI 11(c) | BVPI 146(ii) | Recruitment (Uniform) Females |
| BVPI 12(i) | BVPI 149(i) | Call Handling Times |
| BVPI 12(ii) | BVPI 149(ii) | Special Service Calls |
| BVPI 15(i) | BVPI 149(iii) | Incidents – Five Pumps and Above |
| BVPI 15(ii) | BVPI 206(i) | Home Fire Safety Checks |
| BVPI 16(a)(i) | BVPI 206(ii) | Compliments/Complaints |
| BVPI 16(a)(ii) | BVPI 206(iii) | Violence at Work |
| BVPI 16(b) | BVPI 206(iv) | |
| BVPI 17(a) | BVPI 207 | |
| BVPI 17(b) | BVPI 208 | |
| BVPI 150 | BVPI 209(i) | |
| BVPI 210 | BVPI 209(ii) (a) | |
| | BVPI 209(ii) (b) | |
| | BVPI 209(iii) | |

3 Corporate Health Indicators

Corporate Health – Performance

| BVPI | 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 29 Feb | To 31 Mar | | | | | | |
| BVPI 2(a) | The level (if any) of the Equality Standard for Local Government to which the Authority conforms | 3 | 3 | 3 | 3 | 3 | 3 | 3 | | | | | | | | | ↔ | 4 | Self-assessment at Level 4 has been completed and action plans are in place to ensure delivery of the development areas around equal pay and community consultation. |
| BVPI 2(b) | The duty to promote race equality | 95% | 95% | 95% | 95% | 95% | 100% | 100% | | | | | | | | | ↑ | 95% | Partnership has been formed with Kirklees MC and StopHate UK which will allow us to capture the remaining information. |
| BVPI 3 | The percentage of citizens satisfied with the overall service provided by the Authority | | | | | | | 51.0% | The result for BVPI 3 is obtained from a three-yearly survey carried out in conjunction with West Yorkshire local authorities. The most recent result was obtained in April 2007. In the previous report dated April 2004, the result obtained was 61.2%. | | | | | ↔ | N/A | Similar results for other West Yorkshire authorities, but most recent QOS survey showed satisfaction levels of 98% for persons who have actually come into contact with WYFRS. | | | |
| BVPI 8 | The percentage of invoices for goods and services paid by the Authority within 30 days | 96.3% | 96.8% | 97.4% | 97.4% | 97.5% | 96.8% | 97.09% | | | | | | | | | ↓ | 100% | Progressive roll-out of the corporate credit card will increase the proportion of invoices paid within 30 days. |

| BVPI | 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 29 Feb | To 31 Mar | | | | |
| BVPI 11(a) | The percentage of the top 5% of earners who are women | 4.35% | 4.42% | 4.35% | 4.59% | 4.63% | 4.85% | 4.76% | | | | | | | ↑ | 3.00% | Training of the Level 5 mentors / coaches has commenced in an effort to increase the number of operational women. |
| BVPI 11(b) | The percentage of the top 5% of earners who are from ethnic minority communities | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.97% | 0.95% | | | | | | | ↔ | 0.75% | Training of the Level 5 mentors / coaches has commenced. |
| BVPI 11(c) | The percentage of the top 5% of earners who have a disability | 2.61% | 2.65% | 2.61% | 2.75% | 1.85% | 0.97% | 0.95% | | | | | | | ↓ | 1.60% | Changes to this indicator are due to retirement of personnel. |
| BVPI 12(i) | The number of working days/shifts per employee lost due to sickness absence – Uniformed Staff | 0.63 | 1.23 | 1.91 | 2.51 | 3.05 | 3.54 | 4.11 | | | | | | | ↑ | 6.50 | Revised sickness protocols and robust management continue, including dismissal of some individuals on long term sickness. Systems development is still under way to provide a more effective breakdown and identify any trends. |
| BVPI 12(ii) | The number of working days/shifts per employee lost due to sickness absence – All Staff | 0.70 | 1.32 | 1.99 | 2.65 | 3.25 | 3.83 | 4.47 | | | | | | | ↑ | 6.75 | |

| BVPI | 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 29 Feb | To 31 Mar | | | | |
| BVPI 15(i) | Employees retiring on ill health grounds as a percentage of the total workforce – Firefighters Pension Scheme | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | | | | | | | ↑ | 0.65% | There is a robust policy framework supporting this performance. Redeployment procedures assist with keeping these figures at a low level. |
| BVPI 15(ii) | Employees retiring on ill health grounds as a percentage of the total workforce – Local Government Pension Scheme | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.24% | | | | | | | ↓ | 0.80% | |
| BVPI 16a(i) | The percentage of whole time and retained duty system employees with a disability | 1.91% | 1.88% | 1.83% | 1.85% | 1.73% | 1.60% | 1.60% | | | | | | | ↓ | 1.90% | Four existing staff have had dyslexia assessment this month. |
| BVPI 16a(ii) | The percentage of control and non-uniformed employees with a disability | 13.3% | 13.3% | 12.8% | 12.8% | 13.0% | 12.53% | 12.8% | | | | | | | ↓ | 12.00% | |
| BVPI 16(b) | The percentage of the economically active population in FRS area with a disability | | | | | | | 15.34% | | | | | | | ↔ | N/A | Figure obtained from census data and provided for information only. |
| BVPI 17(a) | Percentage of all staff from all minority ethnic communities | 2.3% | 3.7% | 3.8% | 3.9% | 3.9% | 4.0% | 3.99% | | | | | | | ↑ | 7.9% | Measure amended in May 2008 to align with the new national Equality and Diversity Strategy - to achieve 18.1% target by 2013. |

| BVPI | 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 29 Feb | To 31 Mar | | | | |
| BVPI 17(b) | The percentage of the economically active population in FRS area from ethnic minority communities | | | | | | | 18.1% | | | | | | | ↔ | N/A | Figure obtained from census data and provided for information only. |
| BVPI 150 | Expenditure per head of population on the provision of fire and rescue services | | | | | | | £38.79 | | | | | | | N/A | £41.21 | The figure reported is 2007/8 outturn (target £39.78) which has now been confirmed. |
| BVPI 210 | The percentage of female firefighters | 2.45% | 2.64% | 2.71% | 2.75% | 2.75% | 2.72% | 2.91% | | | | | | | ↑ | 14.00% | There will be 5 women on the January Training Course and 19 are still in the system. |

Corporate Health – Local Indicators

| BVPI | 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 29 Feb | To 31 Mar | | |
| Local | Uniformed recruits from all ethnic minority communities as a percentage of total uniformed recruits | Nil | 13.16% | 13.95% | 13.64% | 12.50% | 8.86% | 7.61% | | | | | | 8.0% | There were no BME trainees on the September course. |
| Local | Percentage of all staff recruited from all ethnic minority communities | - | 12.24% | 14.93% | 13.51% | 13.41% | 11.38% | 10.14% | | | | | | 8.0% | Measure introduced in May 2008 to align with the new national Equality and Diversity Strategy - includes staff recruited for both uniformed and non-uniformed posts. |
| Local | Uniformed female recruits as a percentage of total uniformed recruits | Nil | 10.53% | 9.30% | 9.09% | 10.42% | 7.69% | 9.89% | | | | | | 8.0% | Three women trainees on the May and September courses. |

4 Service Delivery Indicators

Service Delivery Indicators – Performance

| BVPI | 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 29 Feb | To 31 Mar | | | | |
| BVPI 142(ii) | Number of calls to fires attended: Primary fires per 10,000 population | 1.82 | 4.08 | 6.02 | 7.84 | 9.79 | 11.86 | 13.72 | | | | | | | ↑ | 29.6 | Consistent performance is being maintained against this indicator. |
| BVPI 142(iii) | Number of calls to: Accidental Fires in Dwellings per 10,000 dwellings | 1.22 | 2.45 | 3.33 | 4.40 | 5.47 | 6.79 | 8.01 | | | | | | | ↑ | 17.6 | Consistent performance is being maintained against this indicator. |
| BVPI 143(i) | Number of deaths arising from accidental fires in dwellings per 100,000 population | 0.00 | 0.05 | 0.09 | 0.19 | 0.19 | 0.19 | 0.23 | | | | | | | ↓ | 0.70 | The current target of 0.70 is based on a 20% reduction from 1999, but the related limit of 1.25 x national average requires a target of no more than 0.42 (9 deaths) for this indicator. |
| BVPI 143(ii) | Number of Injuries arising from accidental fires in dwellings per 100,000 population | 0.88 | 1.62 | 2.08 | 2.54 | 3.38 | 4.12 | 4.63 | | | | | | | ↓ | 11.71 | Consistent performance is being maintained against this indicator. |
| BVPI 144 | The percentage of accidental fires in dwellings confined to room of origin | 86.1% | 87.6% | 88.5% | 89.0% | 89.7% | 89.7% | 89.99% | | | | | | | ↓ | 94.9% | Performance trend improving – training taking place to ensure consistent reporting. |

| BVPI | 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 29 Feb | To 31 Mar | | | | |
| BVPI 146(i) | Number of calls to malicious false alarms per 1000 population – not attended | 0.04 | 0.09 | 0.13 | 0.18 | 0.23 | 0.27 | 0.30 | | | | | | | ↑ | 1.3 | Figures adjusted since last report following change to align calculation method more closely with the other Mets |
| BVPI 146(ii) | Number of calls to malicious false alarms per 1000 population – attended | 0.05 | 0.10 | 0.14 | 0.19 | 0.22 | 0.25 | 0.30 | | | | | | | ↑ | 0.9 | Consistent performance is being maintained against this indicator. |
| BVPI 149(i) | False alarms caused by automatic fire detection apparatus per 1000 non domestic properties | 6.96 | 13.77 | 20.43 | 28.19 | 35.37 | 43.60 | 51.12 | | | | | | | ↓ | 114.6 | Consistent performance is being maintained against this indicator. |
| BVPI 149(ii) | Number of those properties in 149i with more than one attendance | 50 | 122 | 199 | 290 | 376 | 449 | 574 | | | | | | | ↓ | 1,247 | Consistent performance is being maintained against this indicator. |
| BVPI 149(iii) | Percentage of false alarms caused by AFD to a non-domestic property with more than one attendance | 23.7% | 33.4% | 38.9% | 42.1% | 44.3% | 46.7% | 51.63% | | | | | | | ↑ | 67.8% | Consistent performance is being maintained against this indicator. |

| BVPI | 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 29 Feb | To 31 Mar | | | | |
| BVPI 206(i) | Number of deliberate primary fires (excluding vehicles) per 10,000 population | 0.27 | 0.70 | 1.03 | 1.28 | 1.67 | 2.02 | 2.37 | | | | | | | ↑ | 8.1 | Consistent performance is being maintained against this indicator. |
| BVPI 206(ii) | Number of deliberate primary fires in vehicles per 10,000 population | 0.72 | 1.60 | 2.46 | 3.25 | 4.03 | 4.88 | 5.57 | | | | | | | ↑ | 12.1 | Consistent performance is being maintained against this indicator. |
| BVPI 206(iii) | Number of deliberate secondary fires (excluding vehicles) per 10,000 population | 3.56 | 8.28 | 11.76 | 15.00 | 17.88 | 21.10 | 24.94 | | | | | | | ↑ | 56.4 | Long term trend is positive. |
| BVPI 206(iv) | Number of deliberate secondary fires in vehicles per 10,000 population | 0.05 | 0.10 | 0.17 | 0.22 | 0.26 | 0.31 | 0.34 | | | | | | | ↑ | 1.7 | Consistent performance is being maintained against this indicator. |
| BVPI 207 | Fires in non-domestic premises per 1000 non-domestic premises | 0.56 | 1.33 | 1.90 | 2.53 | 3.28 | 3.94 | 4.35 | | | | | | | ↑ | 10.7 | Performance against this target varies month to month, however the long term trend indicates consistent activity with previous year. |
| BVPI 208 | The percentage of people in accidental dwelling fires who escape unharmed without FRA assistance | 86.9% | 85.6% | 86.6% | 86.2% | 85.7% | 86.4% | 87.37% | | | | | | | ↓ | 94.1% | Continued reduction in the number of accidental dwelling fires makes this figure harder to reduce as a percentage |

| BVPI | 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 29 Feb | To 31 Mar | | | | |
| BVPI 209(i) | The percentage of fires attended in dwellings where a smoke alarm had activated | 55.8% | 51.3% | 49.9% | 49.8% | 50.1% | 51.4% | 50.33% | | | | | | | ↑ | 36.1% | Performance against this target has improved significantly and consistently since November 2006. |
| BVPI 209(ii) a | The percentage of fires attended in dwellings where a smoke alarm, because it was faulty or incorrectly sited, did not activate | 10.9% | 10.7% | 9.8% | 10.3% | 9.5% | 9.3% | 9.0% | | | | | | | New indicator | 9.7% | This indicator has now been split to distinguish between incidents where a smoke alarm did not activate because there was a problem with the alarm or its location, and those where it did not activate for legitimate reasons. |
| BVPI 209(ii) b | The percentage of fires attended in dwellings where a correctly sited and working smoke alarm did not activate | 5.4% | 6.1% | 6.9% | 6.9% | 6.9% | 6.7% | 7.36% | | | | | | | New indicator | N/A | |
| BVPI 209(iii) | The percentage of fires attended in dwellings where no smoke alarm was fitted | 27.9% | 31.9% | 33.4% | 33.1% | 33.5% | 32.6% | 33.3% | | | | | | | ↑ | 53.6% | Linked to 209(i). Targeted HFSC activity is delivering significant impact. |

Service Delivery – National Indicators from 1 April 2008

| 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 29 Feb | To 31 Mar | | | |
| NI 33 | Arson Incidents (All Deliberate Fires) per 10,000 population | 4.60 | 10.68 | 15.42 | 19.75 | 23.84 | 28.30 | 33.22 | | | | | | New indicator | 78.3 | Measures the same area of performance as the combined elements of BVPI 206 |
| | Arson Incidents (Deliberate Primary Fires) per 10,000 population | 0.99 | 2.30 | 3.49 | 4.53 | 5.70 | 6.89 | 7.94 | | | | | | New indicator | 20.2 | Measures the same area of performance as BVPI 206 (i) and (ii) combined |
| | Arson Incidents (Deliberate Secondary Fires) per 10,000 population | 3.61 | 8.38 | 11.93 | 15.22 | 18.14 | 21.41 | 25.28 | | | | | | New indicator | 58.1 | Measures the same area of performance as BVPI 206 (iii) and (iv) combined |
| NI 49 | Number of Primary Fires per 100,000 population | 18.2 | 40.8 | 60.2 | 78.4 | 97.9 | 118.64 | 137.17 | | | | | | New indicator | 296 | Measures the same area of performance as BVPI 142(ii) |
| | Number of Fire Fatalities per 100,000 population | 0.00 | 0.05 | 0.09 | 0.19 | 0.19 | 0.23 | 0.41 | | | | | | New indicator | 0.70 | Current target relates only to deaths in Accidental Dwelling Fires as BVPI 143(i) |
| | Number of Fire Casualties (exc. Preliminary Checks) per 100,000 population | 1.16 | 2.04 | 2.87 | 3.79 | 4.58 | 5.55 | 6.24 | | | | | | New indicator | 11.71 | Current target relates only to deaths in Accidental Dwelling Fires as BVPI 143(ii) |

5 MACC Call Handling Times

| BVPI | 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 29 Feb | To 31 Mar | | | | | | |
| Local | Time taken from accepting a call from the British Telecom operator, to mobilisation of Fire and Rescue Service resources | 56.01 | 57.73 | 57.40 | 57.41 | 57.20 | 56.74 | 56.37 | | | | | | | | | ↑ | 60 seconds | Performance trend improved consistently during the last year. |

6 Best Value Performance Indicators – Comparison with other Metropolitan Fire and Rescue Services

The Metropolitan Fire and Rescue Services share information on a quarterly basis in respect of BVPIs. Although formal reporting against BVPIs ended on 31 March 2008, most Metropolitan FRS's are continuing to collect information against most of the indicators. Information for the first half of 2008/9 (1 April – 30 September) and positions for the individual BVPIs 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's.

| BVPI | Description | West Yorkshire | Greater Manchester | London | Merseyside | South Yorkshire | Tyne & Wear | West Midlands |
|---------------------|-------------------------------------------------------------------------------------------------------------------|----------------|--------------------|--------------|------------|------------------------------------------|-------------|------------------------------------------|
| BVPI 2(a) | The level (if any) of the Equality Standard for Local Government to which the Authority conforms | 3 | 3 | 5 | 2 | 2 | 3 | 2** |
| BVPI 2(b) | The duty to promote race equality | 95% | 79% | Not recorded | 100% | 74% | 100% | 100%** |
| BVPI 8 | The percentage of invoices for goods and services paid by the Authority within 30 days | 96.8% | 90.0%** | 87.19% | 99.63% | 92.7% | 94.88% | 94.4%** |
| BVPI 11(a) | The percentage of the top 5% of earners who are women | 4.85% | 10.50%** | 13.57% | 6.49% | 6.74% | 14.1% | 7.51%** |
| BVPI 11(b) | The percentage of the top 5% of earners who are from ethnic minority communities | 0.97% | 0.80%** | 8.03% | 0.00% | 3.37% | 2.56% | 3.29%** |
| BVPI 11(c) | The percentage of the top 5% of earners who have a disability | 0.97% | 0.00%** | 5.16% | 0.00% | 1.12% | 1.3% | 1.41%** |
| BVPI 12(i) | The number of working days/shifts per employee lost due to sickness absence – Uniformed Staff | 3.54 | 2.42 | 3.55 | 2.79 | 3.32 | 3.62 | Only calculated at end of financial year |
| BVPI 12(ii) | The number of working days/shifts per employee lost due to sickness absence – All Staff | 3.83 | 3.01 | 3.83 | 2.89 | 3.55 | 4.27 | |
| BVPI 15(i) | Employees retiring on ill health grounds as a percentage of the total workforce – Firefighters Pension Scheme | 0.00% | 0.00% | 0.03% | 0.00% | Only calculated at end of financial year | 0.00% | Only calculated at end of financial year |
| BVPI 15(ii) | Employees retiring on ill health grounds as a percentage of the total workforce – Local Government Pension Scheme | 0.00% | 0.00% | 0.08% | 0.00% | | 0.28% | |
| BVPI 16a(i) | The percentage of whole time and retained duty system employees with a disability | 1.60% | 1.91% | 1.62% | 2.15% | 1.54% | 0.65% | 2.16%** |
| BVPI 16a(ii) | The percentage of control and non-uniformed employees with a disability | 12.53% | 0.93%** | 7.90% | 4.29% | 4.59% | 2.56% | 5.50%** |
| BVPI 17(a) | The percentage of all staff from all minority ethnic communities | 4.0% | 1.8%** | 10.67% | 4.29% | 2.21% | 1.23% | 6.6%** |

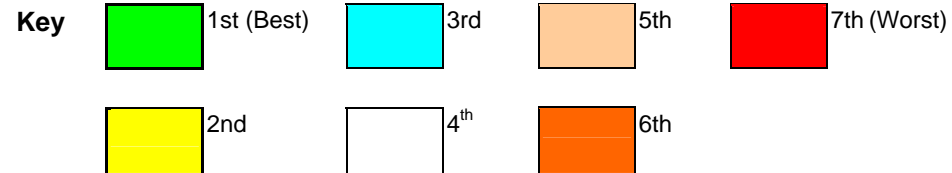
* From May 2008, West Yorkshire and Merseyside now measure both uniformed and non-uniformed staff in accordance with the new national Equality and Diversity Strategy – others do not calculate this indicator quarterly and are therefore continuing to report their end of year figure for 2007/8, when the indicator was restricted to uniformed staff from minority ethnic communities.

** This is the annual figure as at 31 March 2008, no quarterly figures have been received.

| BVPI | Description | West Yorkshire | Greater Manchester | London | Merseyside | South Yorkshire | Tyne & Wear | West Midlands |
|----------------|---------------------------------------------------------------------------------------------------|----------------|--------------------|----------------|--------------|-----------------|------------------------------------|---------------|
| BVPI 150 | Expenditure per head of population on the provision of fire and rescue services | £38.79 | £43.80 | £57.92 | £49.91 | £45.73 | £53.12 | £46.00 |
| BVPI 210 | The percentage of female firefighters | 2.72% | 1.40%** | 3.67% | 3.33% | 4.19% | 4.7% | Not Available |
| BVPI 142(ii) | Number of calls to fires attended: Primary fires per 10,000 population | 11.86 (2564) | 14.52 (3709) | 8.86 | 15.67 (2121) | 13.61 (1769) | 11.6 (1258) | 11.2 (2903) |
| BVPI 142 (iii) | Number of calls to: Accidental Fires in Dwellings per 10,000 dwellings | 6.79 (602) | 4.5 (1149) | 8.74 (2,826) | 10.54 (628) | 6.51 (358) | 11.6 (345) | 8.78 (935) |
| BVPI 143(i) | Number of deaths arising from accidental fires in dwellings per 100,000 population | 0.19 (4) | 0.16 (4) | 0.13 (10) | 0.15 (2) | 0.15 (2) | 0.28 (3) | 0.23 (6) |
| BVPI 143(ii) | Number of Injuries arising from accidental fires in dwellings per 100,000 population | 4.12 (89) | 1.37 (35) | 3.94 (296) | 3.69 (50) | 3.16 (41) | 1.9 (21) | 2.35 (61) |
| BVPI 144 | The percentage of accidental fires in dwellings confined to room of origin | 89.7% | 95.36% | Not recorded | 90.79% | 93.00% | 89.3% | 87.5% |
| BVPI 146(i) | Number of calls to malicious false alarms per 1000 population – not attended | 0.27 (574) | 0.47 (1197) | 0.30 (2,264) | 0.13 (179) | 0.05 (61) | 0.09 (97) | 0.015 (38) |
| BVPI 146(ii) | Number of calls to malicious false alarms per 1000 population - attended | 0.25 (551) | 0.21 (524) | 0.18 (1,315) | 0.16 (224) | 0.18 (230) | 0.16 (177) | 0.4 (1043) |
| BVPI 149(i) | False alarms caused by automatic fire detection apparatus per 1000 non domestic properties | 43.60 (3274) | 65.32 (5991) | 55.63 (15,626) | 51.97 (2025) | 36.5 (1352) | 40.0 (1326) | 34.2 (3131) |
| BVPI 149(ii) | Number of those properties in 149i with more than one attendance | 449 | 691 | Not recorded | 345 | 202 | No figures received for Q2 to date | 413 |
| BVPI 149 (iii) | Percentage of false alarms caused by AFD to a non-domestic property with more than one attendance | 46.73% | 41.39% | | 33.10% | 48.50% | | 54.00% |
| BVPI 206(i) | Number of deliberate primary fires (excluding vehicles) per 10,000 population | 2.02 (436) | 3.00 (765) | 1.32 (991) | 4.31 (584) | 2.80 (364) | 2.6 (285) | 2.2 (568) |
| BVPI 206(ii) | Number of deliberate primary fires in vehicles per 10,000 population | 4.88 (1054) | 4.07 (1040) | 1.31 (987) | 4.03 (545) | 5.18 (673) | 3.4 (368) | 2.7 (690) |
| BVPI 206 (iii) | Number of deliberate secondary fires (excluding vehicles) per 10,000 population | 21.10 (4560) | 22.2 (5650) | 5.62 (4,220) | 28.04 (3796) | 23.85 (3099) | 23.4 (2545) | 15.8 (4112) |
| BVPI 206 (iv) | Number of deliberate secondary fires in vehicles per 10,000 population | 0.31 (67) | 0.16 (42) | 0.32 (241) | 0.13 (17) | 0.35 (45) | Not recorded | 0.24 (63) |
| BVPI 207 | Fires in non-domestic premises per 1000 non-domestic premises | 3.94 (296) | 6.29 (577) | Not recorded | 7.93 (316) | 5.26 (195) | 6.2 (195) | 5.25 (481) |
| BVPI 208 | The percentage of people in accidental dwelling fires who escape unharmed without FRA assistance | 86.4% | 82.03% | | 80.61 | 86.60% | 94.9% (410) | Not recorded |
| BVPI 209(i) | The percentage of fires attended in dwellings where a smoke alarm had activated | 51.38% | 48.9% | Not recorded | 46.70% | 41.6% | 44.7% (195) | 49.96% |
| BVPI 209(ii) | The percentage of fires attended in dwellings where a smoke alarm was fitted but did not activate | 16.03% | 18.9% | | 14.15% | 13.7% | 11.7% (51) | 20.81% |
| BVPI 209 (iii) | The percentage of fires attended in dwellings where no smoke alarm was fitted | 32.59% | 32.2% | 66.95% | 39.39% | 44.7% | 43.6% (190) | 29.23% |

| NI | Description | West Yorkshire | Greater Manchester | London | Merseyside | South Yorkshire | Tyne & Wear | West Midlands |
|-------|----------------------------------------------------------------------------|------------------|--------------------|------------------|------------------|------------------|-----------------|-----------------|
| NI 33 | Arson Incidents (All Deliberate Fires) per 10,000 population | 28.30 (6117) | 29.43 (7497) | 8.57 (6,440) | 36.55 (4947) | 32.19 (4183) | 29.40 (3198) | 21.1 (5490) |
| | Arson Incidents (Deliberate Primary Fires) per 10,000 population | 6.89 (1490) | 7.07 (1805) | 2.67 | 8.33 (1127) | 7.99 (1038) | 6.00 (653) | 4.8 (1258) |
| | Arson Incidents (Deliberate Secondary Fires) per 10,000 population | 21.41 (4627) | 22.36 (5692) | 5.9 | 28.22 (3820) | 24.20 (3145) | 23.4 (2545) | 16.3 (4232) |
| NI 49 | Number of Primary Fires per 100,000 population | 118.64 (2564) | 145.2 (3709) | 88.56 (6,653) | 156.25 (2115) | 136.21 (1770) | 115.7 (1258) | 111.6 (2903) |
| | Number of Fire Fatalities per 100,000 population | 0.23 (5) | 0.20 (5) | 0.17 (13) | 0.22 (3) | 0.31 (4) | 0.27 (3) | 0.5 (12) |
| | Number of Fire Casualties (exc. Preliminary Checks) per 100,000 population | 5.55 (120) | 7.79 (199) | 6.04 (454) | 4.88 (66) | 5.00 (65) | 3.95 (43) | 3.8 (100) |

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

General Commentary

Under the Fire and Rescue Services Act 2004, Fire and Rescue Authorities (FRA's) now have a broader role, which extends their statutory duties beyond fire safety and fire-fighting to include:

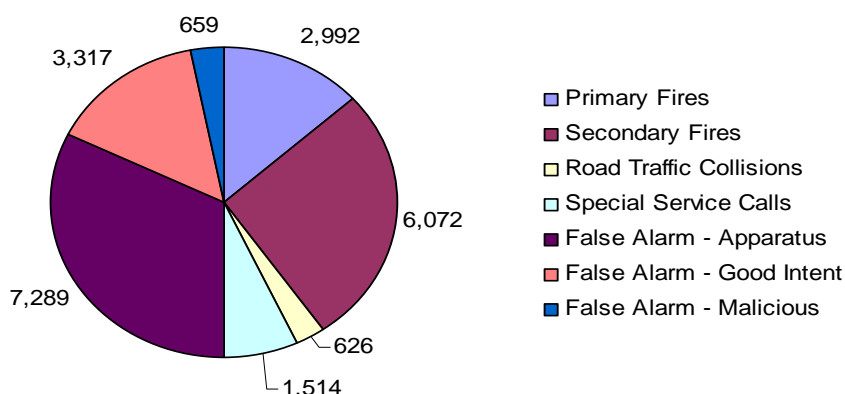
- rescuing people from road traffic accidents
- responding to other specific emergencies, such as major flooding or terrorist attack

In addition, the Act provides FRA's with the authority to carry out other tasks to respond to specific local risks and the particular needs of their communities.

The Act invests the Fire Service with a duty to carry out emergency 'special services'. These include dealing with major transport incidents (road, rail and air); chemical, biological and radioactive exposures and spills; severe weather conditions such as flooding and high winds; collapsed buildings; and the rescue of trapped people, including rescues from lifts.

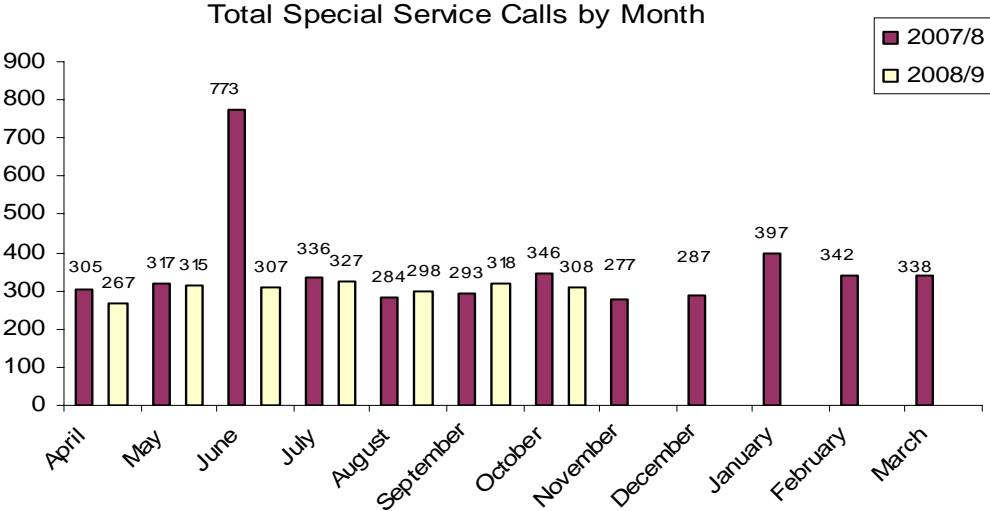
The table and chart below show the operational activity of West Yorkshire Fire and Rescue Service for the financial year to date, broken down into category of incident.

| Incident Category | Number | Percentage |
|---------------------------|--------|------------|
| Primary Fires | 2,992 | 13.3% |
| Secondary Fires | 6,072 | 27.0% |
| Road Traffic Collisions | 626 | 2.8% |
| Special Service Calls | 1,514 | 6.7% |
| False Alarm - Apparatus | 7,289 | 32.4% |
| False Alarm - Good Intent | 3,317 | 14.8% |
| False Alarm - Malicious | 659 | 2.9% |
| Total | 22,469 | 100% |



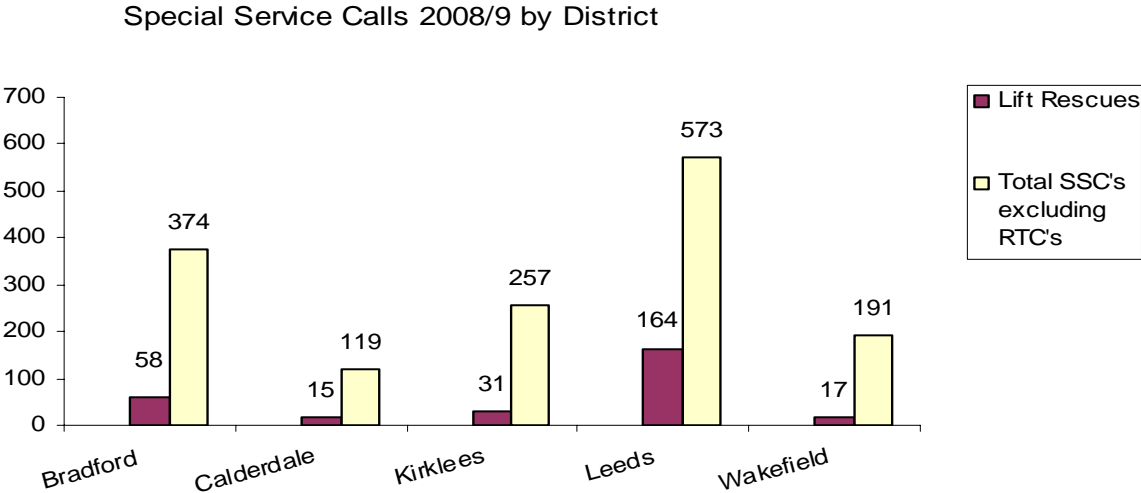
The Act also sets out the categories of service for which charges can be made by FRA's and the persons who can be charged. However, the Act limits the amount charged to the cost of providing the service and prohibits FRA's from charging for fire-fighting or for the provision of emergency medical assistance. The sum recovered so far for 2008/9 is approximately £104,314 which is mostly comprised of charges for lift rescues (£80,100).

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 2007/8. The chart highlights the large number of special service calls in June 2007 which resulted from the extraordinarily heavy rainfall and the subsequent flooding.



Chargeable Special Service Calls – District Performance

The chart below summarises the performance of special services by each respective district for the 2008/9 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 10 December 2008)

| Date & Time | Address | Premises Use | Station Area | Cause | Pumps Plus Specials | Number of Personnel |
|------------------------|------------------------------------------------------------------|------------------------|------------------------------|---------------------------------------|----------------------------|----------------------------|
| 10/04/08 12:33 | Woolston House Grattan Road Bradford | Industrial | 40 (Bradford) | Accidental (Welding) | 16 pumps 7 specials | 10 Officers 88 FFs |
| 24/04/08 00:18 | Yorkshire Television Sunny Bank Mills Town Street, Farsley | Industrial | 31 (Stanningley) | Accidental (Cutting Equipment) | 17 pumps 6 specials | 9 Officers 90 FFs |
| 07/05/08 18:19 | Blake Lee Lane Marsden | Moorland | 68 (Marsden) | Deliberate | 12 pumps 4 specials | 8 Officers 65 FFs |
| 11/05/08 21:47 | Meltham Mills Meltham Mills Road Meltham | Industrial | 69 (Meltham) | Deliberate | 12 pumps 3 specials | 9 Officers 63 FFs |
| 15/05/08 23:49 | Tyke Rollers Colliers Way Clayton West | Industrial | 71 (Skel/thorpe) | Accidental (Static Electricity) | 11 pumps 4 specials | 7 Officers 60 FFs |
| 24/05/08 14:40 | Industrial Estate Forge Lane Armley | Industrial | 20 (Leeds) | Accidental (Blowlamps) | 11 pumps 3 specials | 6 Officers 55 FFs |
| 26/05/08 06:33 | Baitings Reservoir Rochdale Road Ripponden | Moorland | 64 (Halifax) | Accidental (Smoking Materials) | 14 pumps 3 specials | 8 Officers 70 FFs |
| 26/05/08 15:44 | Marsden Moor New Hey Road Scammonden | Moorland | 72 (Slaithwaite) | Deliberate | 7 pumps 1 special | 4 Officers 34 FFs |
| 30/06/08 22:00 | Westgate, Otley | Unoccupied Building | 48 (Otley) | Deliberate | 10 pumps 4 specials | 10 Officers 56 FFs |
| 04/07/08 12:42 | Ardar Glass Headlands Lane Knottingley | Industrial | 86 (Knottingley) | Accidental (Electrical) | 12 pumps 4 specials | 10 Officers 65 FFs |
| 05/08/08 18:01 | Northgate, Cleckheaton | Derelict Building | 62 (Cleckh/ton) | Deliberate | 10 pumps 4 specials | 9 Officers 54 FFs |
| 25/08/08 19:14 | Hemsworth By-Pass Hemsworth Wakefield | Field | 85 (Hemsworth) | Deliberate | 10 pumps 2 specials | 7 Officers 51 FFs |
| 01/10/08 19:45 | Jack Walkers Mill, Legrams Lane, Listerhills, Bradford | Industrial | 42 (Fairweather Green) | Deliberate | 15 pumps 5 specials | 11 Officers 81 FFs |
| 18/10/08 03:02 | Carleton High School, Green Lane, Pontefract | Educational | 90 (Pontefract) | Not Yet Recorded | 29 pumps 5 specials | 11 Officers 143 FFs |
| 25/10/08 06:57 | PFF Presentation Products, Dockfield Road, Shipley | Industrial | 51 (Shipley) | Not Yet Recorded | 12 pumps 3 specials | 11 Officers 62 FFs |
| 26/10/08 18:10 | Delius School, Killinghall Road, Bradford | Educational | 40 (Bradford) | Deliberate | 11 pumps 5 specials | 9 Officers 60 FFs |

| Date & Time | Address | Premises Use | Station Area | Cause | Pumps Plus Specials | Number of Personnel |
|------------------------|---------------------------------------------------------|----------------------------|---------------------|------------------|----------------------------|----------------------------|
| 08/11/08 1:59 | Low Moor Business Park, Common Road, Low Moor, Bradford | Building Printers | 4 (Odsal) | Deliberate | 12 pumps 6 specials | 9 Officers 68 FFs |
| 15/11/08 1:07 | Thornton Lodge Community Centre, Huddersfield | Community Centre | 60 (Hud/field) | Deliberate | 14 pumps 5 specials | 9 Officers 77 FFs |
| 30/11/08 16:59 | 27 Midland Street Hillhouse Huddersfield | Residential Deliberate | 60 (Hud/field) | Not Yet Recorded | 10 pumps 3 specials | 9 Officers 46 FFs |
| 05/12/08 2:03 | 2 Aspen Close Peacock Wakefield | Shed spread to residential | 80 (Wakefield) | Not yet Recorded | 10 pumps 4 specials | 9 Officers 52 FFs |

General Commentary

Incidents requiring five or more pumping appliances are classified as 'Five Pumps and Above' incidents. A number of additional pumping and special appliances are often mobilised to these types of incidents to undertake supporting activities.

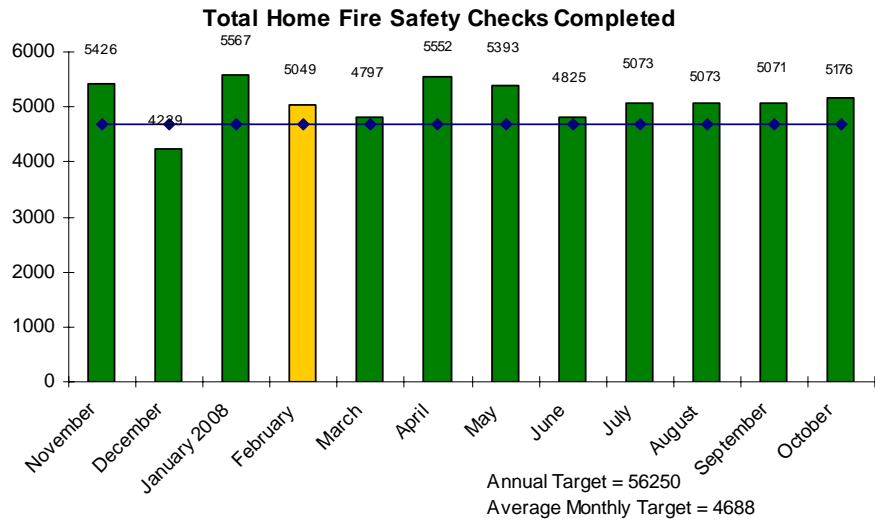
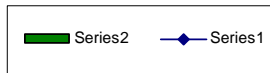
Fire-related incidents of this type require the attendance of a fire investigation officer to determine the cause of the fire. The cause is included in the table, but in some circumstances, it may be uncertain, as follows:

- 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

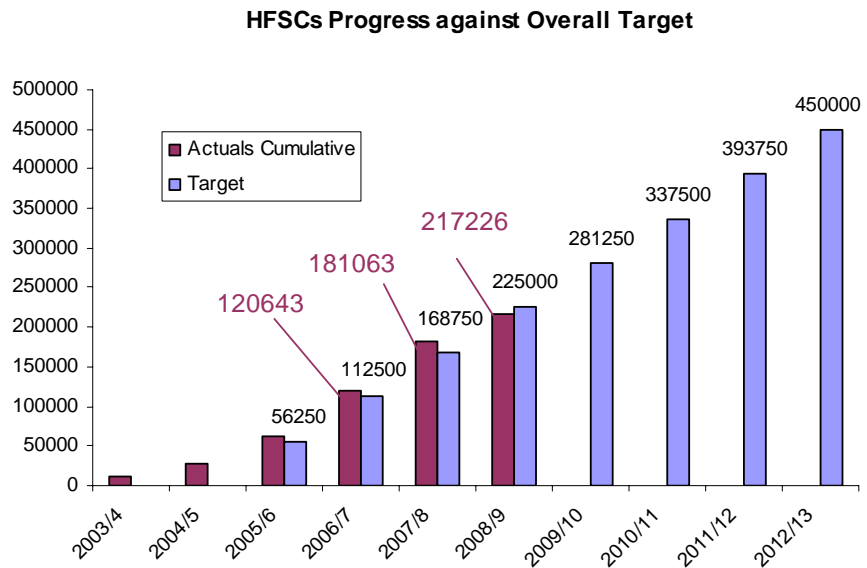
For fires identified as deliberate, we work in accordance with a regionally agreed Memorandum of Understanding with the police, who are responsible for the investigation of all deliberate fires.

9 Home Fire Safety Checks

The number of home fire safety checks in October has been recorded on the Performance Information Management System (PIMS) as 5,176, which exceeds the average monthly target. In seven months of 2008/9, WYFRS have exceeded the target by almost 3,347, providing an excellent platform for the remainder of the year. 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 2007/8 was recorded on PIMS as 60,420 which is 107% of this target. This total easily exceeds the 2006/7 total of 58,593. From the beginning of 2005/6 to date, a total of 217,226 home fire safety checks have been completed, representing progress of 48% towards the overall 2013 target of 450,000.



Smoke Alarm Ownership

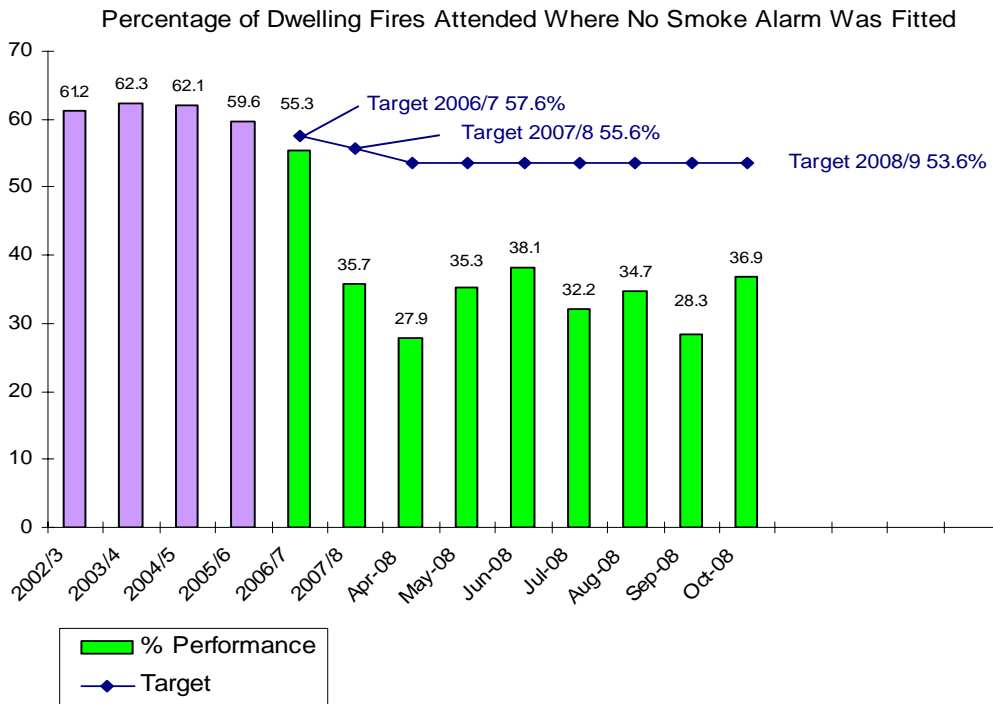
Performance in this area became subject to a BVPI from 2005/6 and subject to a specific CPA indicator from 2007/8.

Better performance is indicated by a lower percentage.

Targets were initially set in March 2006, based on the 2005/6 outturn of 59.6%, aiming for an actual reduction 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 2007/8, leading to a significantly improved outturn figure of 35.7%, far exceeding the target of 55.6%, and this improvement has continued in the seven months of 2008/9.

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



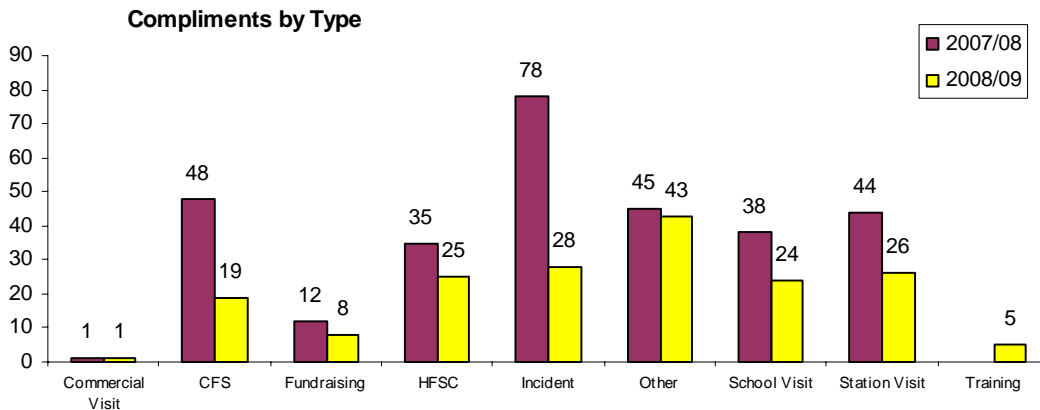
- Purple indicates no target set
- Red indicates target not achieved
- Amber indicates satisfactory performance (within 10% of target)
- Green indicates target achieved or exceeded

10 Compliments and Complaints

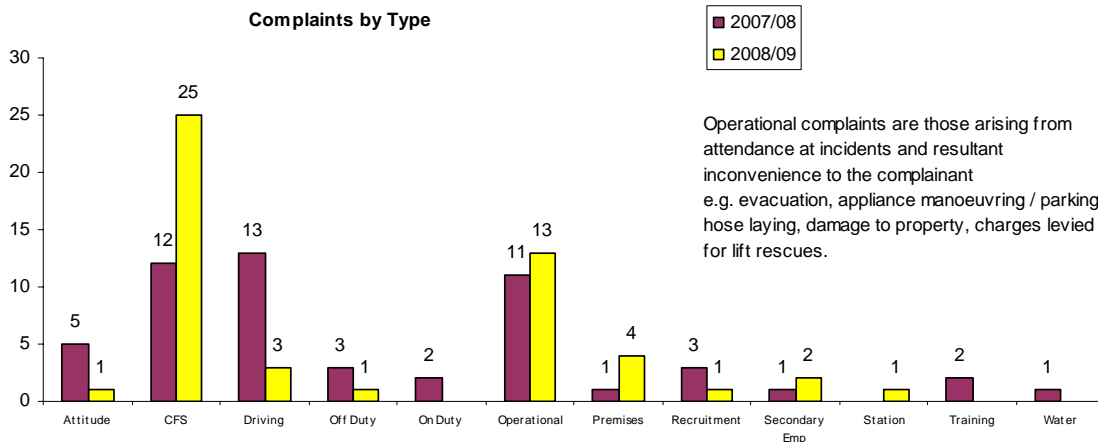
Commentary

The charts below show by type the number of compliments and complaints received by West Yorkshire FRS since 1 April 2007, and provide a comparison between the years 2007/8 and 2008/9.

In the first seven months of 2008/9, West Yorkshire FRS has recorded 179 compliments, an average of approximately 26 per month, which is slightly higher than the previous year's average of approximately 25 per month (301 in total).



After seven months of the financial year 2008/9, we have received fifty-one complaints as compared to thirty-three in the same period during 2007/8. The increase of complaints received in October 2008 has been exacerbated by the number of complaints received by CFS in relation to a mail shot where a number of envelopes were posted without stamps. One complaint is still ongoing, one complaint has been withdrawn and all but one of the remainder has been resolved at Stage I of the complaints procedure. Thirty-three of the complaints were upheld (this increase again being due to the unstamped envelopes). All complaints are dealt with in a consistent manner, with appropriate remedial action taken where necessary.



11 Violence at Work

Attacks on Personnel as a Percentage of Attendances

Attacks on Firefighters as a Percentage of Incidents Attended

| District / Station | No. of Incidents Attended | Physical Attack with Weapon | Physical Assault | Missile | Firework thrown or projected | Stoning | Aggressive Behaviour | Verbal Abuse | Total | Percentage |
|----------------------------|---------------------------|-----------------------------|------------------|-----------|------------------------------|-----------|----------------------|--------------|-----------|--------------|
| Bradford District | | | | | | | | | | |
| Bradford | 2587 | | | 2 | | 1 | 3 | 6 | 12 | 0.46% |
| Bingley | 359 | | | | | | | | nil | |
| FWG | 1494 | | | | | 1 | | | 1 | 0.07% |
| Haworth | 48 | | | | | | | | nil | |
| Idle | 746 | | | | | | | 1 | 1 | 0.13% |
| Ilkley | 118 | | | | | | | | nil | |
| Keighley | 879 | | | | | | | 1 | 1 | 0.11% |
| Odsal | 1539 | | | 2 | | 2 | | 1 | 5 | 0.32% |
| Shipley | 678 | | 1 | | | | | | 1 | 0.15% |
| Silsden | 181 | | | | | | | | nil | |
| District Total | 8629 | 0 | 1 | 4 | 0 | 4 | 3 | 9 | 21 | 0.24% |
| Calderdale District | | | | | | | | | | |
| Brighouse | 433 | | | | | | | 3 | 3 | 0.69% |
| Elland | 434 | | | | | | 1 | | 1 | 0.23% |
| Halifax | 1166 | | | | | 1 | | | 1 | 0.09% |
| Illingworth | 413 | | | 1 | | 1 | 2 | 2 | 6 | 1.45% |
| Mytholmroyd | 92 | | | | | | | | nil | |
| Todmorden | 148 | | | | | | | | nil | |
| District Total | 2686 | 0 | 0 | 1 | 0 | 2 | 3 | 5 | 11 | 0.41% |
| Kirklees District | | | | | | | | | | |
| Huddersfield | 2003 | | 1 | 2 | | | | 3 | 6 | 0.30% |
| Batley | 695 | | | | | | | | nil | |
| Cleckheaton | 563 | | | | | | 1 | | 1 | 0.18% |
| Dewsbury | 925 | | | | | | | | nil | |
| Holmfirth | 172 | | | | | | | | nil | |
| Marsden | 51 | | | | | | | | nil | |
| Meltham | 112 | | | | | | | | nil | |
| Mirfield | 200 | | | | | | | | nil | |
| Skelmanthorpe | 134 | | | | | | | | nil | |
| Slaithwaite | 132 | | | | | | 1 | | 1 | 0.76% |
| District Total | 4987 | 0 | 1 | 2 | 0 | 0 | 2 | 3 | 8 | 0.16% |
| Leeds District | | | | | | | | | | |
| Leeds | 2586 | 1 | | | | | | | 1 | 0.04% |
| Cookridge | 522 | | | | | | | 1 | 1 | 0.19% |
| Garforth | 271 | | | | | | | | nil | |
| Gipton | 2136 | | | | | 1 | | | 1 | 0.05% |
| Hunslet | 1730 | | 1 | 1 | | | | | 2 | 0.12% |
| Moortown | 1033 | | | 2 | | | | | 2 | 0.19% |
| Morley | 530 | | | | | | | | nil | |
| Otley | 186 | | | | | | | | nil | |
| Rawdon | 440 | | | | | 1 | | | 1 | 0.23% |
| Rothwell | 338 | | | | | | | | nil | |
| Stanks | 572 | | | | | | | | nil | |
| Stanningley | 1200 | | | | | 1 | | 1 | 2 | 0.17% |
| Wetherby | 184 | | | | | | | | nil | |
| District Total | 11728 | 1 | 1 | 3 | 0 | 3 | 0 | 2 | 10 | 0.09% |
| Wakefield District | | | | | | | | | | |
| Wakefield | 1454 | | | 1 | | | | 1 | 2 | 0.14% |
| Castleford | 583 | | | | | | 1 | | 1 | 0.17% |
| Featherstone | 289 | | | | | | | | nil | |
| Hemsworth | 243 | | | | | | | | nil | |
| Knottingley | 374 | | | | | 4 | 1 | | 5 | 1.34% |
| Normanton | 224 | | | | | | | | nil | |
| Ossett | 496 | | | | | | | | nil | |
| Pontefract | 663 | | | | 2 | | 1 | | 2 | 0.52% |
| South Elmsall | 388 | | | 1 | | | | 1 | 2 | 0.52% |
| District Total | 4714 | 0 | 0 | 2 | 2 | 4 | 3 | 2 | 12 | 0.25% |
| OSU Attendances | 138 | | | | | | | | | |
| Totals | 32882 | 1 | 3 | 12 | 2 | 13 | 11 | 21 | 62 | 0.19% |

The table summarises the events reported by firefighters. 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.

In the first seven months of 2008/9, there have been 62 incidents of violence reported by West Yorkshire FRS staff, which is an average of 9 per month, indicating a reduction of approximately 36% on the number of incidents reported for 2007/8 (166 for the full year, at an average of approximately 14 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 attendances, 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 62 attacks out of 32,882 attendances may seem insignificant when considering these very small percentages (0.19% overall). Although the number of attacks on firefighters has reduced considerably, 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:

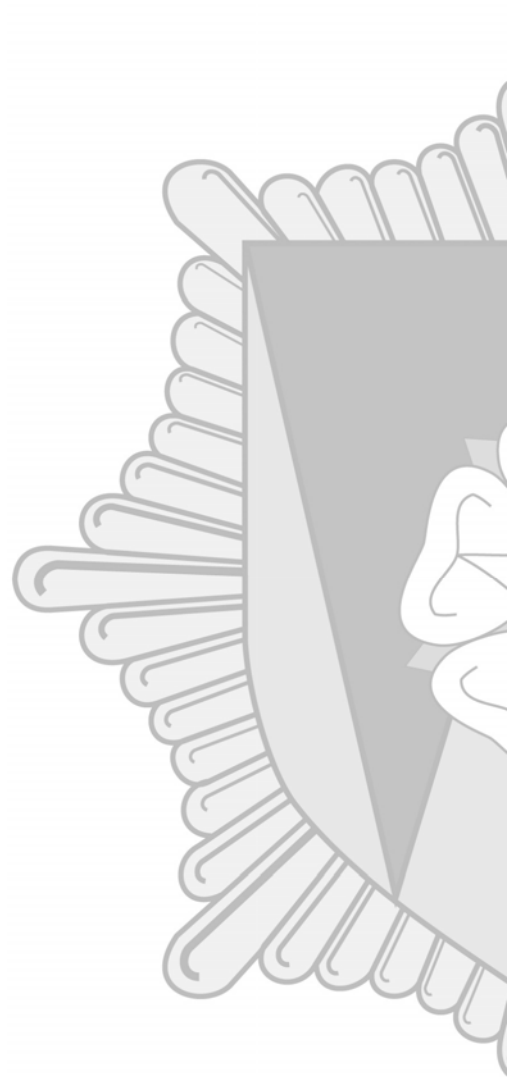
Bradford – Excellent community engagement has been ongoing within the Bradford District., and strong links have been forged with the Neighbourhood Policing Teams (NPT's). Of particular note has been the recent, multi-agency bonfire initiative within the BD3 area. This led to a significant reduction in both deliberate fires and attacks on firefighters. 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 recruitment awareness day. All have proved to be a great success and have undoubtedly assisted in the District's attempts to drive down occurrences of violence to staff.

Calderdale – Calderdale -Staff and our 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.

Kirklees – Youth Firefighter Scheme is being established at Huddersfield. Ongoing engagement of the public through community work. Working closely at local level with NPTs and Neighbourhood Management Groups. Specific agenda item for monthly District Meetings with follow up actions. Partner agency with the Police ASBO Challenge initiative, supporting the police by providing education and awareness, and working closely with other agencies pre-planning for the bonfire period.

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 NPTs and looking to provide 'hot desks' for them at Rawdon, Cookridge and Stanningley to improve communication between locally-based staff from both organisations.

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. A recent increase in the number of attacks in the Knottingley area has been brought to the attention of the local NPT, and a police operation in the area to tackle a number of anti-social behaviour issues is taking place in October. This has had an impact in stopping a run of attacks in the area. Over the bonfire period, following local planning the police had additional resources available to deal with bonfire related incidents and any attacks on fire fighters.



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

www.westyorksfire.gov.uk

| | | | |
|--------------|-----------------------|-------------------------|-------------|
| WYFRA | FULL AUTHORITY | 19 DECEMBER 2008 | ITEM |
|--------------|-----------------------|-------------------------|-------------|

REPORT OF: THE DIRECTOR OF CORPORATE RESOURCES

PURPOSE OF REPORT: TO ADVISE OF THE FORMAL INCORPORATION OF THE YORKSHIRE AND HUMBERSIDE FIRE AND RESCUE CENTRE LIMITED

RECOMMENDATION: TO NOTE THE INCORPORATION OF THE YORKSHIRE AND HUMBERSIDE FIRE AND RESCUE CONTROL CENTRE LOCAL AUTHORITY OWNED COMPANY ON 10 NOVEMBER 2008

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 requirement to establish a Joint Local Authority Controlled Company to operate the new Regional Control Centre was imposed by the Government in the FRS National Framework with an original expected incorporation date of May 2007. Within this Region it was accepted by the Government that this date need not be strictly complied with as the Centre was not expected to go live until 2011 (now likely to slip to 2012).
- 1.2 Final negotiations were concluded between the constituent Fire and Rescue Authorities in October and the Company was formally incorporated on 10 November 2008 as the "Yorkshire and Humberside Fire and Rescue Control Centre Limited" Company no. 6745252.
- 1.3 With the exception of the four West Yorkshire natural person Directors, all the other Directors are "corporate" Directors represented by local councillors. The details of these individuals and the Company Officers are set out in the table below;

| AUTHORITY | DIRECTOR |
|-------------------------------------------------------------|-------------------------------------------|
| | |
| North Yorkshire (one from NYCC and one from CYC) | Corporate Director represented by; |
| | Councillor John Fort BEM |
| | Councillor Ken King |
| West Yorkshire (RMB Members) | Natural Person Directors (4) |
| | Councillor Mick Coulson |
| | Councillor Andrea McKenna |
| | Councillor Robert Light |
| | Councillor Graham Kirkland |
| South Yorkshire | Corporate Director represented by; |
| | Councillor Jim Andrews |
| | Councillor Paul Lakin |
| | Councillor Sue Phillips |

| | |
|-------------------|-------------------------------------------|
| Humberside | Corporate Director represented by; |
| | Councillor Peter Turner |
| | Councillor Christine Randall |

| STATUTORY OFFICE | OFFICER |
|----------------------------------|------------------------------|
| | |
| Centre Director / Manager | Mr Graeme Hall |
| | |
| Company Secretary | Mr David Cutting (SY) |
| | |
| Finance Officer | Mr Geoff Maren (WY) |
| | |
| | |

- 1.4 The four regional Fire and Rescue Authorities will need to agree a service contract with the LACC in due course together with an appropriate budget.

| | | | |
|--------------|------------------|-------------------------|----------------|
| WYFRA | AUTHORITY | 19 DECEMBER 2008 | ITEM No |
|--------------|------------------|-------------------------|----------------|

REPORT OF: DIRECTOR OF CORPORATE RESOURCES
(MONITORING OFFICER)

PURPOSE OF REPORT: TO CONSIDER AND DETERMINE A RESPONSE TO THE GOVERNMENT CONSULTATION ON PROPOSED CHANGES TO THE CODE OF CONDUCT FOR LOCAL AUTHORITY MEMBERS AND THE INTRODUCTION OF A STATUTORY CODE FOR EMPLOYEES.

RECOMMENDATION: 1) THAT THE AUTHORITY DETERMINES TO ADOPT THE RECOMMENDATIONS OF THE STANDARDS COMMITTEE AS ITS REPOSENSE TO THE CONSULTATION.

2) THAT THE AUTHORITY DETERMINE WHETHER IT WISHES TO SEEK THE INTRODUCTION OF A REGISTER OF INTERESTS FOR CERTAIN SENIOR OFFICERS (NAMELY MEMBERS OF THE MANAGEMENT BOARD) IN ADVANCE OF ANY STATUTORY SCHEME WHICH MAY BECOME APPLICABLE.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

Exemption Category: Not Applicable

Contact Officer: M G BARNES. 01274 655732
dcr@westyorkshire.gov.uk

Background Papers: 1. Government consultation paper: Communities in control, Real Power, Code of Conduct for Local Authority Members and Employees.

2. IDeA Ethical Health Check report on WYFRA May 2008

BACKGROUND

1. On 1st October 2008 the government issued a consultation paper on proposals for revising the local authority member code of conduct and it is seeking views on the proposed introduction of a model code of conduct for local government employees as well as the proposals for revising the member code. The closing date for responses is 24th December 2008.
2. The Standards Committee of the Authority considered the issues in detail at its meeting on 31st October and resolved to make a number of recommendations in response to the consultation, subject to the approval of the Authority at today's meeting. The government consultation paper is attached as Appendix A and the Standards Committee recommendations are attached as Appendix B.
3. A particular issue which had already arisen is that of the possible introduction of a register of interests for senior officers. It will be noted that the proposed code of conduct for employees includes, for the most senior officers of a local authority, a proposal that they would be subject to a requirement to provide details of their interests for a statutory register of interests. The register envisaged in the consultation paper would include the following information about the interests of officers:
 - 1) Membership or position of control or management in bodies exercising functions of a public nature (that is carrying out a public service, taking the place of a local or central government body in providing a service, exercising a function delegated by a local authority or exercising a function under legislation or a statutory power).
 - 2) Any business in which the officer might own or have a share in, where that shareholding is greater than £25,000 or have a stake of more than one one-hundredth of the value or share capital of the company.
 - 3) Any contracts between the Authority and any company the officer may have an interest in as above.
 - 4) Any land or property in the Authority's area in which the officer has a beneficial interest.
4. The possible introduction of a register of interest for chief officers and directors of the Authority was previously raised in the IDeA report following the ethical governance health check on the Authority in May 2008. The IDeA report identified a second issue, namely whether such a register should be open to inspection by Authority members only or whether it should be published. The IDeA team did not go into the technical or legal aspects of this proposal.
5. Both the Audit Committee and the Standards Committee considered this issue at a meeting on 31st October. Both committees supported the introduction of an officer register of interests but it was recognised that certain information, possibly home addresses, might raise personal security issues and may need to be exempted. This is an issue canvassed in the government consultation paper at paragraph 3.12, where it is envisaged that any officer having concerns over personal security aspects might be able to seek exemption in consultation with the Monitoring Officer.
6. There are certain legal and contractual complications over the introduction of such a scheme in advance of any statutory scheme and without it having the consent of the

officers concerned. What the government is proposing is to introduce a statutory requirement which in effect would imply terms into existing contracts of employment by operation of law. This was the methodology employed to bring about political restrictions on the activities of certain officers in previous legislation. Ordinarily at common law there is an implied term in all contracts of employment that an employer will maintain confidentiality in relation to an employee's private financial affairs. In addition, there are the requirements of the Data Protection Act to consider. If consensual agreement to a variation in a contract of employment cannot be obtained by an employer, then the employer's only legal means of varying a contract of employment is to bring it to an end and offer a revised contract. That could give rise to a variety of legal complications.

7. Inquiries of local authorities within West Yorkshire indicate that none of them currently impose a requirement on officers to participate in a public register of interests similar to the statutory scheme for members or to that proposed by the government as described in paragraph 3 of this report.
8. Management Board members have been invited to give their views. In summary there is a general concern over the imposition of such a requirement on officers of this Authority in advance of any statutory scheme when no similar requirements currently exist in relation to officers of other local authorities within West Yorkshire. There is specific concern over personal security issues which might arise if there was a compulsory requirement to publish details of officers' home addresses. Members may wish to note that the Standards Board for England's register of officers' interests does not require officers to disclose the actual address of any property interest which they have; the requirement being merely to indicate in which council district they have any property interests.
9. The existing law on disclosure of officer interests is limited to disclosure of their interests in contracts involving the Authority in which an officer has a pecuniary interest. Section 117 of the Local Government Act 1972 requires an officer to give notice in writing of any such interest and failure to do so is a criminal offence. The Chief Finance Officer also requires an annual return of any such interests/disclosures be submitted to him in accordance with long established procedures. West Yorkshire districts all have Section 117 registers or records – only Calderdale appears to allow public inspection.
10. In conclusion, to introduce such a scheme in advance of a statutory scheme may be complicated by legal and contractual issues if the officers concerned do not agree to compulsory participation in such a scheme. In the circumstances Members are invited to determine how they wish to proceed in this matter. They may wish to consider referring the matter for more detailed consideration by the Executive Committee and/or negotiations with relevant officers.



Communities in control: Real people, real power
Codes of conduct for local authority members and
employees

A consultation



Communities in control: Real people, real power
Codes of conduct for local authority members and
employees

A consultation

October 2008

Department for Communities and Local Government: London

Department for Communities and Local Government
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Bressenden Place
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Website: www.communities.gov.uk

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Chapter 1: The consultation and how to respond

Communities in control consultation papers

- 1.1 The White Paper, *Communities in control: Real people, real power*, is about passing power into the hands of local communities. It sets out a range of policies to achieve this, building on work still in progress from the 2006 White Paper, *Strong and Prosperous Communities*.
- 1.2 This paper is the next in a series consulting on a number of policy commitments. Future consultation papers include a consultation on proposals to revise the code of recommended practice on local authority publicity, which is due to be published at the end of October. This paper invites views on proposals for revising the model code of conduct for local authority members (“the members’ code”), principally to clarify its application to members’ conduct in their non-official capacity. This paper also invites views on proposals for associated changes to the Relevant Authorities (General Principles) Order 2001 which sets out the general principles which govern the conduct of local authority members. Finally, it seeks comments on proposals to introduce a requirement for authorities to incorporate a code of conduct for employees, based on a statutory model code of conduct, in to the terms and conditions of employment of their employees’ (“the employees’ code”).

About this consultation

- 1.3 The proposals in this consultation paper relate to relevant authorities in England and police authorities in Wales.
- 1.4 Following the local government White Paper, *Strong and Prosperous Communities*, issued in October 2006, the Local Government and Public Involvement in Health Act 2007 established a more locally-based conduct regime for local authority members centred on local authority standards committees. Under the new devolved regime, the Standards Board for England has become a light-touch strategic regulator, responsible for monitoring the operation of the conduct regime and giving support and guidance to standards committees and monitoring officers in discharging their new functions.
- 1.5 As part of the changes to the conduct regime, a new model code of conduct for local authority members, the Local Authorities (Model Code of Conduct) Order 2007, was introduced with effect from May

2007, on the basis that the provisions of the members' code would be reviewed in light of early experience of its practical operation.

- 1.6 Chapter 2 of this paper seeks views on proposals to clarify the members' code in its application to members' conduct when acting in a non-official capacity. It also seeks views on the operation of, and proposed revisions to, the members' code, including reconfiguring the members' code into two distinct sections, the first dealing with members' conduct in their official capacity, the second dealing with members' conduct in their non-official capacity. Finally, it seeks views on associated amendments to the Relevant Authorities (General Principles) Order 2001 to clarify its application to members' conduct in their non-official capacity.
- 1.7 Chapter 3 of this paper seeks views on the proposed introduction of a model code of conduct for local government employees, which will become part of such employees' terms and conditions of employment.
- 1.8 Particular questions on which we would welcome comments are set out in each chapter and summarised in **Annex A**. In order to aid your consideration of the proposed amendments to the current members' code, the substance of the 2007 code is reproduced at **Annex B**.
- 1.9 We are minded, subject to responses to this consultation, to implement the proposals in this consultation paper, so that they come into effect in line with the local government elections 2009.

Who are we consulting?

- 1.10 This is a public consultation and it is open to anyone to respond to this consultation document. We would, however, particularly welcome responses from local authority members, local authority monitoring officers, local government employees, national representative bodies, local government partners and trade unions. **The consultation period runs for 12 weeks to 24 December 2008.**

How to respond

- 1.11 Your response must be received by 24 December 2008 and may be sent by e-mail or post to:

Karl Holden
Conduct and Council Constitutions Team
Communities and Local Government
Zone 5/B2, Eland House
Bressenden Place
London
SW1E 5DU

e-mail: conductcode@communities.gsi.gov.uk

If you are replying by e-mail please title your response 'Response to Model Code consultation'.

It would be helpful if you could make clear in your response whether you represent an organisation or group, and in what capacity you are responding.

What will happen to the responses?

- 1.12 The Department will take account of the responses received to this consultation before taking decisions on the legislation that will form the revised members' code, the general principles order and the new employees' code.
- 1.13 Within three months of the close of the consultation period we will analyse the responses to the consultation and produce a summary of them. This summary will be published on the Department's website at www.communities.gov.uk

Publication of responses – confidentiality and data protection

- 1.14 Information provided in response to this consultation, including personal information, may be published, or disclosed in accordance with the access to information regimes. These are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004.
- 1.15 If you want any of the information that you provide to be treated as confidential you should be aware that under the FOIA, there is a statutory Code of Practice with which public authorities must comply, and which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you regard the information you have provided as confidential.
- 1.16 If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.
- 1.17 The Department will process your personal data in accordance with the DPA and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties.

The consultation criteria

- 1.18 The UK Government has adopted a code of practice on consultations. Please see **Annex C** of this document for the criteria that apply under this code, and advice about who you should contact if you have any comments or complaints about the consultation process.

Additional copies

- 1.19 You may make copies of this document without seeking permission. If required, printed copies of the consultation paper can be obtained from Communities and Local Government Publications, whose contact details may be found at the front of this document. An electronic version can be found at the Consultation Section of the Department's website at: www.communities.gov.uk.

In context – previous consultations and relevant legislation

- 1.20 The local government White Paper, *Strong and Prosperous Communities*, issued in October 2006, set out the Government's proposals to put in place a clearer, simpler and more proportionate model code of conduct for members which would include changes to the rules on personal and prejudicial interests. This announcement followed a consultation by the Standards Board for England, *A Code for the future*, in February 2005 and the Discussion Paper *Conduct in English Local Government*, issued by the then Office for the Deputy Prime Minister in December 2005.
- 1.21 The policy proposals took form in the January 2007 consultation document, *Consultation on Amendments to the Model Code of Conduct for Local Authority Members*, which proposed the combination of the four different model codes of conduct that existed at the time (for local authorities, parish councils, national parks and police authorities) into a single consolidated model code.
- 1.22 The Local Authorities (Model Code of Conduct) Order 2007 came into force on 3 May 2007. With the members' code now in place for over a year, we believe this is an appropriate time to examine how well it has functioned in practice and consider any revisions that may be required. The proposed amendments to the members' code set out in this paper reflect discussions with the Standards Board and, in particular, their experience of the practical operation of the 2007 members' code over the last year.
- 1.23 Following the 2006 local government White Paper and the introduction of the 2007 members' code, the Local Government and Public Involvement in Health Act 2007 made provision clarifying the law in

relation to the application of the conduct regime to the conduct of members in their non- official capacity. This paper therefore also invites comments on proposals to revise the members' code and the general principles order to address the issue of the application of the conduct regime to the conduct of members in their non-official capacity.

Code of conduct for local government employees

- 1.24 In August 2004, the then Office of the Deputy Prime Minister issued the consultation paper, *A Model Code of Conduct for Local Government Employees*. The paper consulted on a draft code defining the minimum standards of conduct that employees of relevant authorities would be expected to observe on carrying out their duties. The 2004 consultation was followed by further inquiries and consultations on matters relating to the conduct regime for local government.
- 1.25 The Department restated its commitment to introduce a model employees' code, under Section 82 of the Local Government Act 2000, in the local government White Paper 2006. However, in light of the above inquiries and consultations, and the introduction of the 2007 members' code, it was decided that the implementation of an employees' code should be delayed until the Department had an opportunity to consider the employees' code in the context of the wider review of the conduct regime for local government and the lessons learned from the implementation of the new members' code.
- 1.26 With the implementation of the new devolved conduct regime and our proposals to amend the members' code, drawing on the experience of its first year of operation, we consider that the time is right to also consult on proposals to introduce a model employees' code.

Chapter 2: Code of conduct for local authority members

What is the code of conduct for?

- 2.1 The public has a right to expect high standards of conduct from their elected and co-opted members. The standards of conduct expected of local authority members are set out in the members' code, which is underpinned by the ten general principles. By signing up to the members' code, a member is actively taking on a formal obligation to abide by its requirements.
- 2.2 The members' code forms the bedrock of the conduct regime and aims to promote the public's trust and confidence in their members and faith in local democracy. It does this by providing a robust set of standards of behaviour for members to abide by and work within. In doing this, the code also protects members from unreasonable expectations of behaviour being put upon them. Since May 2008, allegations that a member has failed to comply with the provisions of the members' code are considered by local authority standards committees.
- 2.3 The current members' code is set out in the Local Authorities (Model Code of Conduct) Order 2007 which applies to members of relevant authorities in England and of police authorities in Wales. On its introduction, the Government gave an undertaking that the effectiveness of the code would be reviewed after it had been in operation for some time. We believe, drawing on the Standards Board's practical experience that the members' code is, broadly, operating very well. However, as it has been in force for over a year, we consider that it is now appropriate to review the code.
- 2.4 Most importantly, we propose that the members' code be restructured by revoking the existing Order and making a new one. We propose that the new members' code will be differently formatted to the existing code, making it easier to interpret and clearer in its application, for instance by dividing it into two sections: the first dealing with members' conduct when acting in an official capacity and reflecting what is in the current code, the second dealing with members' conduct in their non-official capacity.

Application of the code to members' conduct in their non-official capacity

- 2.5 Trust in our local authority members is one of the cornerstones of local democracy. Members should inspire trust and confidence from those who elected them, set an example of leadership for their communities and should be expected to act lawfully even when they are not acting in their role as members.
- 2.6 This view was supported by those who responded to the Standards Board for England's consultation on the members' code in 2005. Responses indicated a clear view that a member's conduct in a non-official capacity was an issue that they considered should be covered by the members' code, particularly where that conduct amounts to a criminal offence.
- 2.7 It has always been our intention for the members' code to apply to a limited extent to the conduct of members in a non-official capacity. We wish now to clarify which provisions of the members' code apply in a member's official capacity and to put beyond doubt which provisions apply to a member's conduct in a non-official capacity.
- 2.8 The need to clarify what conduct in a member's non-official capacity is covered by the members' code arose as a consequence of a court judgment in 2006. This cast doubt on the ability of the code to cover members' conduct not linked to the performance of their public duties. As was made clear by Ministers during the passage of the Local Government and Public Involvement in Health Act 2007, we consider that certain behaviour, even when there is no direct link to the member's official role, can have an adverse effect on the level of public trust in local authority members and local government as a whole.
- 2.9 We propose therefore that the new members' code should, in the section covering the conduct of members in their non-official capacity, contain the following provision prohibiting particular conduct where that conduct would constitute a criminal offence:

"Members must not bring their office or authority into disrepute by conduct which is a criminal offence".

Consultation Question 1:

Do you agree that the members' code should apply to a member's conduct when acting in their non-official capacity?

Definition of 'criminal offence' and 'official capacity'

- 2.10 The Local Government and Public Involvement in Health Act 2007 gave the Secretary of State the power to define, for the purposes of the members' code, what constitutes a 'criminal offence'. We propose for the purpose of the members' code, that 'criminal offence' be defined as any criminal offence for which the member has been convicted in a criminal court, but for which the member does not have the opportunity of paying a fixed penalty instead of facing a criminal conviction.
- 2.11 Our intention is that offences capable of attracting fixed penalty notices should be excluded from the remit of the conduct regime. We consider that this approach will ensure that the most minor criminal offences, for example minor motoring offences, parking offences and dropping litter as well as cautions and orders falling short of a criminal conviction by a court, will not be included in the remit of the members' code. However, serious criminal offences which we consider should come under the remit of the members' code, such as assault, harassment, fraud and offences relating to child pornography will be included in the remit of the code.
- 2.12 We propose that the Standards Board for England will issue guidance for local authority standards committees on how a criminal offence should be treated in its application to the conduct regime.

Consultation Question 2:

Do you agree with this definition of 'criminal offence' for the purpose of the members' code? If not, what other definition would you support, for instance should it include police cautions? Please give details.

- 2.13 The Local Government and Public Involvement in Health Act 2007 also gave the Secretary of State power to define, for the purposes of the members' code, what constitutes 'official capacity'.
- 2.14 We propose that for the purposes of the members' code, 'official capacity' be defined as being engaged in the business of your authority, including the business of the office to which you are elected or appointed, or acting, claiming to act or giving the impression that you are acting as a representative of your authority.

Consultation Question 3:

Do you agree with this definition of 'official capacity' for the purpose of the members' code? If not, what other definition would you support? Please give details.

Offending abroad

- 2.15 We also propose that the members' code would engage with conduct committed in a foreign country, where that conduct constitutes a criminal offence in that country, but only where the conduct would also constitute a criminal offence if it was committed in the UK. However, the code would only apply if the individual was convicted in the country in which the offence was committed.

Consultation Question 4:

Do you agree that the members' code should only apply where a criminal offence and conviction abroad would have been a criminal offence if committed in the UK?

What does this mean?

- 2.16 Our proposals would have the effect of providing that the only conduct in a member's non-official capacity which is engaged by the code, is conduct which constitutes a criminal offence, as defined in paragraph 2.10 above. The code may only then be applied to that conduct when the evidence that the member's conduct constituted a criminal offence is provided by the criminal conviction of the member in the courts.
- 2.17 This would mean, for example, that a member who was convicted of a criminal offence of assault or harassment could be held to have breached the code, even if the conduct, which led to the conviction took place entirely outside the member's official capacity.

Criminal conviction of a member

- 2.18 It should be noted that a criminal conviction resulting in a custodial sentence of more than three months without the option of paying a fine is already covered by section 80 of the Local Government Act 1972, with the member automatically disqualified from office for five years. We are not proposing any changes to this legislation.

The conduct regime

- 2.19 At present, investigations into alleged breaches of the members' code are triggered by a written allegation made to the standards committee of the local authority concerned. We propose that this continue to be the case when dealing with allegations of misconduct in relation to a member's conduct in their non-official capacity.
- 2.20 Where the allegation involves criminal activity that is, at the time of the allegation being made, being investigated by the police or prosecuted through the courts, we propose that the standards committee or the

Standards Board, as the case may be, would cease their investigation process until the criminal process had been completed. Any subsequent action under the conduct regime in respect of a member's private conduct would follow the conclusion of the criminal procedure. The member would not be suspended during the period of the criminal process.

- 2.21 For the purpose of the conduct regime, the criminal process will be considered to have been completed at the conclusion of any appeals process.

Consultation Question 5:

Do you agree that an ethical investigation should not proceed until the criminal process has been completed?

Proposed revisions to the members' code

- 2.22 This consultation paper also seeks views on the following amendments which we propose to make to the provisions of the existing code. The proposed amendments reflect discussions with the Standards Board and, in particular, the Board's experience of the practical operation of the code over the last year.
- 2.23 In order to aid your consideration of our proposed amendments to the members' code, the substance of the present code is reproduced at **Annex B** to this paper. Guidance on the provisions of the members' code is available on the Standards Board for England's website at www.standardsboard.gov.uk

Parish councils

- 2.24 It has been suggested that article 2(5) of the Local Authorities (Model Code of Conduct) Order 2007 be amended to apply paragraph 12(2) to parish councils, to make it mandatory for parish councils that a member with a prejudicial interest may make representations at a meeting only if members of the public are able to attend that meeting for the same purpose. Currently, if a parish council wishes this provision to apply, it must make a conscious decision to adopt paragraph 12(2) into its code. This amendment would save unnecessary administration and ensure consistency across parish councils.

Membership of other bodies

- 2.25 It has been suggested that paragraphs 8(1)(a)(i) and (ii) of the current members' code be amended to clarify that the sections are referring to other bodies that you are a member of or which exercise functions of a public nature, putting it beyond doubt that this is not a reference to the authority itself.

Personal interests

2.26 It has been suggested that current wording of paragraph 8(1)(a) of the members' code could be amended to clarify that a member is required to register a gift or hospitality with an estimated value of at least £25 in his or her register of members' interests.

Prejudicial interests

2.27 It has been suggested that paragraph 10(2) of the code be amended to remove the double negative in the current drafting, to make it clear that a prejudicial interest exists where the business of your authority affects your financial position or the financial position of a person listed in paragraph 8 of the code or it relates to the determining of any approval, consent, licence, permission or registration in relation to you or those persons listed in paragraph 8 of the code.

2.28 It has been suggested that the meaning of 'determining' in paragraph 10(2)(b) could be clarified to include variation, attaching, removing or amending conditions, waiving or revoking applications.

2.29 It has also been suggested that paragraph 10(2)(c) could be amended to clarify that a member would not have a prejudicial interest in the business of the authority where that business related to giving evidence before a local authority standards committee hearing regarding an allegation that a member of the authority had failed to comply with the code.

Registration of members' interests

2.30 We propose that any new members' code would take into account any existing registration of members' interests. This will ensure that members who have already registered their interests in line with the 2007 model code do not have to repeat the process when the revised members' code is introduced.

Consultation Question 6:

Do you think that the amendments to the members' code suggested in this chapter are required? Are there any other drafting amendments which would be helpful? If so, please could you provide details of your suggested amendments?

Consultation Question 7:

Are there any aspects of conduct currently included in the members' code that are not required? If so, please could you specify which aspects and the reasons why you hold this view?

Consultation Question 8:

Are there any aspects of conduct in a member's official capacity not specified in the members' code that should be included? Please give details.

Legislative context

- 2.31 The current members' code is set out in the Schedule to the Local Authorities (Model Code of Conduct) Order 2007 made under powers conferred on the Secretary of State by section 50 of the Local Government Act 2000.
- 2.32 Section 183 of the Local Government and Public Involvement in Health Act 2007 inserted, into section 50 of the Local Government Act 2000, a requirement for the Secretary of State to specify which provisions of the members' code apply in relation to a member's conduct when acting in an official capacity and which provisions apply when not acting in an official capacity. A provision may only be specified to apply to members' conduct when not acting in an official capacity if the conduct it prohibits constitutes a criminal offence. The power in section 50 of the Local Government Act 2000 permits the Secretary of State to define for the purposes of the members' code what is meant by "criminal offence" and what is meant by "official capacity".
- 2.33 We propose that the existing Local Authorities (Model Code of Conduct) Order 2007 be revoked and a new, revised Order would be made to reflect our proposed amendments and that part of the code applies to a member's conduct in their official capacity and part of it would apply to a member's conduct in their non-official capacity.
- 2.34 Provision is also made in section 183 of the Local Government and Public Involvement in Health Act 2007 for members to give to their authority an undertaking to observe the new code within a period prescribed by the Secretary of State. We propose that members will have two months from the date their authority adopts the new code to give a written undertaking that they will observe their authority's code. Failure to do so will mean that they cease to be members of the authority.

Consultation Question 9:

Does the proposed timescale of two months, during which a member must give an undertaking to observe the members' code, starting from the date the authority adopts the code, provide members with sufficient time to undertake to observe the code?

Proposed amendments to the General Principles

What are the General Principles?

- 2.35 The ten General Principles, contained in the Relevant Authorities (General Principles) Order 2001, are based on the seven principles of public life set out by the Committee on Standards in Public Life. The principles underpin the provisions of the members' code, which must be consistent with these principles.
- 2.36 The ten general principles are reproduced below. The principles govern the conduct of members, and a failure to act in accordance with them may lead to a failure to comply with the members' code.

The General Principles

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

2. Members should not place themselves in a situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Personal Judgement

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to uphold the law

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

10. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Proposed revisions

2.37 We propose that the Relevant Authorities (General Principles) Order 2001 be amended to make clear which principles govern the conduct of members when acting in an official capacity and which principles will apply to the conduct of members when acting in a non-official capacity, where the member's conduct would constitute a criminal offence.

2.38 We propose that the General Principles Order be amended by providing that the 10 existing principles apply to a member when acting in an official capacity and by adding a new principle which would be specified as applying to a member acting in a non-official capacity, where the member's conduct would constitute a criminal offence. We propose that the following be added to the Schedule of the Relevant Authorities (General Principles) Order 2001:

Duty to abide by the law

Members should not engage in conduct which constitutes a criminal offence.

Consultation Question 10:

Do you agree with the addition of this new general principle, applied specifically to conduct in a member's non-official capacity?

Definition of 'criminal offence' and 'official capacity'

2.39 Section 49 of the Local Government Act 2000 enables the Secretary of State to define what constitutes a 'criminal offence' and what constitutes 'official capacity' in the context of the General Principles Order. For the purposes of the revised General Principles Order, we propose that 'criminal offence' be defined as any conduct that has resulted in a criminal conviction.

Consultation Question 11:

Do you agree with this broad definition of 'criminal offence' for the purpose of the General Principles Order? Or do you consider that 'criminal offence' should be defined differently?

2.40 We propose that for the purposes of the revised General Principles Order, 'official capacity' be defined as "being engaged in the business of your authority, including the business of the office to which you are elected or appointed, or acting, claiming to act or giving the impression that you are acting as a representative of your authority".

Consultation Question 12:

Do you agree with this definition of 'official capacity' for the purpose of the General Principles Order?

Legislative Context

2.41 The Relevant Authorities (General Principles) Order 2001 was made under powers conferred on the Secretary of State in section 49 and 105 of the Local Government Act 2000. Section 183 of the Local Government and Public Involvement in Health Act 2007 modified section 49 of the 2000 Act and it is this modification that requires the Secretary of State to specify which general principles apply to a person when acting in an official capacity and when acting in an non-official capacity.

Chapter 3: Model code of conduct for local government employees

Is an employees' code needed?

- 3.1 A code of conduct for local government employees ("employees' code") should provide the staff of an authority with an effective ethical framework within which to work and it should give that authority's citizens confidence that an authority's staff are working on their behalf in an appropriate manner.

Consultation Question 13:

Do you agree that a mandatory model code of conduct for local government employees, which would be incorporated into employees' terms and conditions of employment, is needed?

The employees' code in context

- 3.2 In August 2004, the (then) Office of the Deputy Prime Minister consulted on a model code of conduct for local government employees. Responses indicated that the model code of conduct consulted on was not adequate, but also that the universal application of a code to all staff would be needlessly bureaucratic as all employees would be subject to the same code regardless of their position. There was support for following the model of the Welsh code of conduct, which only applies to a certain category of defined senior officer. Alternatively, the code could be restricted to those who exercise executive, regulatory or overview and scrutiny powers under the authority's scheme of delegation to officers.
- 3.3 Another view in response to the consultation paper was that certain aspects of the code (eg registration of interests), could be limited to senior officers while other more universal aspects should be applicable to all - for instance, it is beyond question that all employees should behave with honesty and integrity.
- 3.4 Many local authorities already have a code of conduct for employees in addition to, or part of, their standard terms and conditions of employment. These codes range from simple statements agreeing to act with propriety to comprehensive documents covering everything

from political neutrality to intellectual property matters. These codes of conduct are also integrated into the authority's discipline procedures.

- 3.5 It is not intended that the employees' code be a burden on authorities or employees. The code should not constrain an authority's ability to develop its own code reflecting local needs and conditions. We consider that authorities should be free to adopt supplementary provisions beyond the employees' code in order to provide their staff with an effective ethical framework within which to work.

Application of the employees' code

- 3.6 We propose that the employees' code would apply to all relevant authorities and police authorities in Wales, as defined in Section 49 of the Local Government Act 2000. We are proposing that a model employees' code - a model code that authorities may augment if they wish - be introduced, which will be incorporated into local government employees' terms and conditions of employment.
- 3.7 However, we do not propose to apply the employees' code where it is not needed, for instance to employees in professions that are covered by their own code of conduct; firefighters, teachers, community support officers, solicitors etc.

Consultation Question 14:

Should we apply the employees' code to firefighters, teachers, community support officers, and solicitors?

Consultation Question 15:

Are there any other categories of employee in respect of whom it is not necessary to apply the code?

- 3.8 We propose a two-tier model. The first tier, drawing on the Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001, will apply equally to all authority employees and will enshrine the core values that it is reasonably expected every authority employee would abide by. The second tier, drawing on the members' code, will apply to 'qualifying employees', that is; either senior officials or those officials carrying out delegated functions.
- 3.9 With the members' code in place, and members having to abide by that code, there is a reasonable expectation that officials undertaking functions delegated to them by members would have to abide by the same conduct regime as members when performing those functions.

Proposed core values

The model employees' code: core values for all employees

General principles

The public is entitled to expect the highest standards of conduct from all local government employees. The role of such employees is to serve their employing authority in providing advice, implementing its policies and delivering services to the local community. In performing their duties, they must act with integrity, honesty, impartiality and objectivity.

Accountability

Employees are accountable, and owe a duty to, their employing authority. They must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Political neutrality

Employees, excluding political assistants, must follow every lawfully expressed policy of the authority and must not allow their own personal or political opinions to interfere with their work. Where employees are politically restricted, by reason of the post they hold or the nature of the work they do, they must comply with any statutory restrictions on political activities.

Relations with members, the public and other employees

Mutual respect between employees and members is essential to good local government and working relationships should be kept on a professional basis. Employees of relevant authorities should deal with the public, members and other employees sympathetically, efficiently and without bias.

Equality

Employees must comply with policies relating to equality issues, as agreed by the authority, in addition to the requirements of the law.

Stewardship

Employees of relevant authorities must ensure that they use public funds entrusted to them in a responsible and lawful manner and must not utilise property, vehicles or other facilities of the authority for personal use unless authorised to do so.

Personal interests

An employee must not allow their private interests or beliefs to conflict with their professional duty. They must not misuse their official position or information acquired in the course of their employment to further their private interest or the interests of others.

Employees should abide by the rules of their authority about the declaration of gifts offered to or received by them from any person or body seeking to

do business with the authority or which would benefit from a relationship with that authority. Employees should not accept benefits from a third party unless authorised to do so by their authority.

Whistleblowing

Where an employee becomes aware of activities which that employee believes to be illegal, improper, unethical or otherwise inconsistent with the model code of conduct for employees, the employee should report the matter, acting in accordance with the employees rights under the Public Interest Disclosure Act 1998 and with the authority's confidential reporting procedure or any other procedure designed for this purpose.

Treatment of Information

Openness in the dissemination of information and decision making should be the norm in authorities. However, certain information may be confidential or sensitive and therefore not appropriate to a wide audience. Where confidentiality is necessary to protect the privacy or other rights of individuals or bodies, information should not be released to anyone other than a member, relevant authority employee or other person who is entitled to receive it, or needs to have access to it for the proper discharge of their functions. Nothing in this Code can be taken as overriding existing statutory or common law obligations to keep certain information confidential, or to divulge certain information.

Appointment of staff

Employees of the authority, when involved in the recruitment and appointment of staff, must ensure that appointments are made on the basis of merit. In order to avoid any accusation of bias, those employees must not be involved in any appointment, or any other decision relating to discipline, promotion or pay and conditions for any other employee, or prospective employee, to whom they are related or with whom they have a close personal relationship outside work.

Investigations by monitoring officers

Where a monitoring officer is undertaking an investigation in accordance with Part III of the Local Government Act 2000 and associated regulations, employees must comply with any requirement made by that monitoring officer in connection with such an investigation.

Consultation Question 16:

Does the employees' code for all employees correctly reflect the core values that should be enshrined in the code? If not, what has been included that should be omitted, or what has been omitted that should be included?

Beyond the core values

Who are the 'qualifying employees'?

- 3.10 There are two alternatives for selecting those 'qualifying employees' to which, in addition to the core values of the employees' code, some of the restrictions and expectations of the members' code should apply.
- 3.11 The first is based on the approach taken to determining which posts in an authority are 'politically restricted' under section 3 of the Local Government and Housing Act 1989, and assumes that certain posts are senior or influential enough to warrant controls placed on the activities of postholders. Certain posts would be designated as qualifying employees.
- 3.12 The second is the delegation model, which would see qualifying employees selected on the basis that they perform functions delegated to them by elected members under section 101 of the Local Government Act 1972.

Consultation Question 17:

Should the selection of 'qualifying employees' be made on the basis of a "political restriction" style model or should qualifying employees be selected using the delegation model?

The model employees' code: values for qualifying employees

Compromising the impartiality of officers of the authority

A qualifying employee must not compromise, or attempt to compromise, the impartiality of anyone who works for or on behalf of the authority, either directly or as a response to pressure from others. A qualifying employee should not attempt to force employees to take action or change advice if doing so would prejudice their professional integrity.

Using your position improperly

A qualifying employee must not use, or attempt to use, their position improperly either for their or anybody else's advantage or disadvantage.

Considering advice provided to you and giving reasons

If a qualifying employee seeks advice, or advice is offered to them, on aspects of how the employees' code applies, the qualifying employee must have regard to this advice.

Personal interest

Qualifying employees must register, within 28 days of taking up their appointment, any interests set out in the categories below. This record of interest must be in writing, to the authority's monitoring officer or, in the case of a parish council, through the parish clerk.

The registration of interests protects the qualifying employee by giving early warning of any possible areas of conflict of interest and provides assurance to the public that the qualifying employee is acting transparently. Only registration of personal interests in areas where there are clear grounds for concern that such an interest could give rise to accusations of partiality in decision making and working practice of the authority are required.

These are:

- Your membership, or position of control or management, in bodies exercising functions of a public nature (that is, carrying out a public service, taking the place of a local or central governmental body in providing a service, exercising a function delegated by a local authority or exercising a function under legislation or a statutory power).
- Any business you might own or have a share in, where that shareholding is greater than £25,000 or have a stake of more than 1/100th of the value or share capital of the company.
- Any contracts between the authority and any company you have an interest in, as above.
- Any land or property in the authority's area in which you have a beneficial interest.

A qualifying employee may seek to exempt their personal interests from the register of interests if they consider, for instance that having this information on record might put themselves or others at risk. In such cases, the qualifying employee should discuss the matter with their monitoring officer.

Consultation Question 18:

Should the code contain a requirement for qualifying employees to publicly register any interests?

Consultation Question 19:

Do the criteria of what should be registered contain any categories that should be omitted, or omit any categories that should be included?

Prejudicial interest

A prejudicial interest is considered to be a matter which affects the qualifying employee's financial interest or relates to a licensing or regulatory matter in which he or she has an interest and where a member of the public, who knows the relevant facts, would reasonably think that his or her personal interest is so significant that it is likely to prejudice his or her judgement of the public interest.

A prejudicial interest in a licensing or regulatory matter may stem from a direct financial interest or from a more tangential interest, where for instance approval for a licence may affect a body with which the qualifying employee has a personal interest or will affect him or her personally.

Qualifying employees with a prejudicial interest should declare such an interest. Where possible, they should take steps to avoid influential involvement in the matter. Where this is not possible, their prejudicial interest should be made clear.

Consultation Question 20:

Does the section of the employees' code which will apply to qualifying employees capture all pertinent aspects of the members' code. Have any been omitted?

Consultation Question 21:

Does the section of the employees' code which will apply to qualifying employees place too many restrictions on qualifying employees? Are there any sections of the code that are not necessary?

Contractors, partners and part time staff

3.13 Local authorities have an increasingly complex relationship with the private sector in its work with contractors, partners and part time staff. We consider that rather than attempt to determine centrally when and when not to apply the employees' code not just to local government employees, but those working on behalf of local government, it will be for local authorities themselves to decide, in agreeing contracts, partnership agreements or terms and conditions of employment, if and how the employees' code, in whole or in part, should apply.

Parish councils

3.14 The members' code applies to parish councillors as well as members of larger authorities, and it seems reasonable therefore for the ethical framework of the employees' code to apply to parish council employees. We recognise that the environment that parish councillors operate within is different to that of larger authorities and are conscious that what is consider to be a reasonable expectation in the employees' code for larger councils, may prove to be difficult for parish councils.

3.15 That being the case, we would welcome responses from parish councils on any particular aspect of the employees' code that might present difficulties and how those difficulties could be overcome.

Consultation Question 22:

Should the employees' code extend to employees of parish councils?

Legislative context

3.16 Section 82(7) of the Local Government Act 2000, provides that the provisions of a code made under section 82(1) of that Act will be deemed to be incorporated in employees' terms and conditions of employment.

Annex A: List of consultation questions

Chapter 2: Code of conduct for local authority members

- Question 1 Do you agree that the members' code should apply to a member's conduct when acting in their non-official capacity?
- Question 2 Do you agree with this definition of 'criminal offence' for the purpose of the members' code? If not, what other definition would you support, for instance should it include police cautions? Please give details.
- Question 3 Do you agree with this definition of 'official capacity' for the purpose of the members' code? If not, what other definition would you support? Please give details.
- Question 4 Do you agree that the members' code should only apply where a criminal offence and conviction abroad would have been a criminal offence if committed in the UK?
- Question 5 Do you agree that an ethical investigation should not proceed until the criminal process has been completed?
- Question 6 Do you think that the amendments to the members' code suggested in this chapter are required? Are there any other drafting amendments which would be helpful? If so, please could you provide details of your suggested amendments?
- Question 7 Are there any aspects of conduct currently included in the members' code that are not required? If so, please could you specify which aspects and the reasons why you hold this view?
- Question 8 Are there any aspects of conduct in a member's official capacity not specified in the members' code that should be included? Please give details.
- Question 9 Does the proposed timescale of two months, during which a member must give an undertaking to observe the members' code, starting from the date the authority adopts the code, provide members with sufficient time to undertake to observe the code?
- Question 10 Do you agree with the addition of this new general principle, applied specifically to conduct in a member's non-official capacity?

- Question 11 Do you agree with this broad definition of 'criminal offence' for the purpose of the General Principles Order? Or do you consider that 'criminal offence' should be defined differently?
- Question 12 Do you agree with this definition of 'official capacity' for the purpose of the General Principles Order?

Chapter 3 Model Code of Conduct for local authority employees

- Question 13 Do you agree that a mandatory model code of conduct for local government employees, which would be incorporated into employees' terms and conditions of employment, is needed?
- Question 14 Should we apply the employees' code to firefighters, teachers, community support officers, and solicitors?
- Question 15 Are there any other categories of employee in respect of whom it is not necessary to apply the code?
- Question 16 Does the employees' code for all employees correctly reflect the core values that should be enshrined in the code? If not, what has been included that should be omitted, or what has been omitted that should be included?
- Question 17 Should the selection of 'qualifying employees' be made on the basis of a "political restriction" style model or should qualifying employees be selected using the delegation model?
- Question 18 Should the code contain a requirement for qualifying employees to publicly register any interests?
- Question 19 Do the criteria of what should be registered contain any categories that should be omitted, or omit any categories that should be included?
- Question 20 Does the section of the employees' code which will apply to qualifying employees capture all pertinent aspects of the members' code? Have any been omitted?
- Question 21 Does the section of the employees' code which will apply to qualifying employees place too many restrictions on qualifying employees? Are there any sections of the code that are not necessary?
- Question 22 Should the employees' code extend to employees of parish councils?

Annex B

SCHEDULE

THE MODEL CODE OF CONDUCT

Part 1

General provisions

Introduction and interpretation

1.—(1) This Code applies to **you** as a member of an authority.

(2) You should read this Code together with the general principles prescribed by the Secretary of State.

(3) It is your responsibility to comply with the provisions of this Code.

(4) In this Code—

“meeting” means any meeting of—

(a)

the authority;

(b)

the executive of the authority;

(c)

any of the authority’s or its executive’s committees, sub-committees, joint committees, joint sub-committees, or area committees;

“member” includes a co-opted member and an appointed member.

(5) In relation to a parish council, references to an authority’s monitoring officer and an authority’s standards committee shall be read, respectively, as references to the monitoring officer and the standards committee of the district council or unitary county council which has functions in relation to the parish council for which it is responsible under section 55(12) of the Local Government Act 2000.

Scope

2.—(1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority,

and references to your official capacity are construed accordingly.

(2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.

(3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 5 and 6(a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.

(4) Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).

(5) Where you act as a representative of your authority—

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3.—(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006);

(b) bully any person;

(c) intimidate or attempt to intimidate any person who is or is likely to be—

(i) a complainant,

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings,

in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

(3) In relation to police authorities and the Metropolitan Police Authority, for the purposes of sub-paragraph (2)(d) those who work for, or on behalf of, an authority are deemed to include a police officer.

4. You must not—

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is—

(aa) reasonable and in the public interest; and

(bb) made in good faith and in compliance with the reasonable requirements of the authority; or

(b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6. You—

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of your authority—
 - (i) act in accordance with your authority’s reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7.—(1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

- (a) your authority’s chief finance officer; or
- (b) your authority’s monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2 Interests

Personal interests

8.—(1) You have a personal interest in any business of your authority where either—

- (a) it relates to or is likely to affect—
 - (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
 - (ii) any body—
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
 of which you are a member or in a position of general control or management;
 - (iii) any employment or business carried on by you;
 - (iv) any person or body who employs or has appointed you;
 - (v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
 - (vi) any person or body who has a place of business or land in your authority’s area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
 - (vii) any contract for goods, services or works made between your authority and you or a

firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);

(viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;

(ix) any land in your authority's area in which you have a beneficial interest;

(x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;

(xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of—

(i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(ii) (in the case of the Greater London Authority) other council tax payers, ratepayers or inhabitants of the Assembly constituency affected by the decision; or

(iii) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.

(2) In sub-paragraph (1)(b), a relevant person is—

(a) a member of your family or any person with whom you have a close association; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of personal interests

9.—(1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

(3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

(4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests,

you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

(6) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

(7) In this paragraph, “executive decision” is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

Prejudicial interest generally

10.—(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) You do not have a prejudicial interest in any business of the authority where that business—

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your authority in respect of—

(i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;

(ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;

(iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;

(iv) an allowance, payment or indemnity given to members;

(v) any ceremonial honour given to members; and

(vi) setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial interests arising in relation to overview and scrutiny committees

11. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority’s executive or another of your authority’s committees, sub-committees, joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

12.—(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority—

(a) you must withdraw from the room or chamber where a meeting considering the business is being held—

(i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

unless you have obtained a dispensation from your authority’s standards committee;

(b) you must not exercise executive functions in relation to that business; and

(c) you must not seek improperly to influence a decision about that business.

(2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Part 3

Registration of Members’ Interests

Registration of members’ interests

13.—(1) Subject to paragraph 14, you must, within 28 days of—

(a) this Code being adopted by or applied to your authority; or

(b) your election or appointment to office (where that is later),

register in your authority’s register of members’ interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal interests where they fall within a category mentioned in paragraph 8(1)(a), by providing written notification to your authority’s monitoring officer.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph (1), register details of that new personal interest or change by providing written notification to your authority’s monitoring officer.

Sensitive information

14.—(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority’s monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 13.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority’s monitoring officer asking that the information be included in your authority’s register of members’ interests.

(3) In this Code, “sensitive information” means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Annex C: Consultation Code of Practice

- A.1 The Government has adopted a code of practice on consultations. The criteria below apply to all UK national public consultations on the basis of a document in electronic or printed form. They will often be relevant to other sorts of consultation.
- A.2 Though they have no legal force, and cannot prevail over statutory or other mandatory external requirements (e.g. under European Community Law), they should otherwise generally be regarded as binding on UK departments and their agencies; unless Ministers conclude that exceptional circumstances require a departure.

The Consultation Criteria

- Consult widely throughout the process, allowing a minimum of
 - 12 weeks for written consultation at least once during the development of the policy
 - Be clear about what your proposals are, who may be affected, what questions are being asked and the timescale for responses.
 - Ensure that your consultation is clear, concise and widely accessible.
 - Give feedback regarding the responses received and how the consultation process influenced the policy.
 - Monitor your department's effectiveness at consultation, including through the use of a designated consultation coordinator.
 - Ensure your consultation follows better regulation best practice, including carrying out a Regulatory Impact Assessment if appropriate.
- A.3 The full consultation code of practice may be viewed at: www.bre.berr.gov.uk/regulation/consultation/code/index.asp.

A.4 Are you satisfied that this consultation has followed these criteria? If not, or you have any other observations about ways of improving the consultation process please contact:

Consultation Co-ordinator
Communities and Local Government
Zone 6/H10
Eland House
Bressenden Place
London
SW1E 5DU

email: consultationcoordinator@communities.gsi.gov.uk

ISBN: 978 14098 0549 6



Recommended response as proposed by the West Yorkshire Fire and Rescue Authority's Standards Committee at its meeting on 31 October 2008;

Question 1

(As proposed)

Question 2

Definition of a "criminal offence" should be an offence which "has the potential for imprisonment" or some similar alternative definition.

Questions 3 - 5

(As proposed).

Questions 6 – 8

(Not relevant to this Authority)

Questions 9 - 13

(As proposed)

Question 14

Employees' Code should apply to firefighters, teachers, community support officers and solicitors.

Question 15

There should be no categories of employee in respect of whom the Employee Code of Conduct should not apply.

Question 16

(That views be sought from the full membership of the Authority in advance of the 19 December 2008 meeting in respect of the reflection of core values in the proposed Employees' code of conduct).

Question 17

In respect of the application of some of the restrictions and expectations of the members' code of conduct, qualifying employees should be selected using the delegation model.

Question 18

(As proposed)

Question 19

It is recognised that any reference to a home address or land ownership may be a sensitive issue and one for which an exemption could possibly be applied.

Question 20

(That views be sought from the full membership of the Authority in advance of the 19 December 2008 meeting in respect of the capture of all pertinent aspects of the Members' code in the proposed Employees' Code of Conduct.

Question 21

No sections of the code are unnecessary.

Question 22

(Not relevant to this Authority).

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|--------------|-----------------------|-------------------------|-------------|
| WYFRA | FULL AUTHORITY | 19 DECEMBER 2008 | ITEM |
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REPORT OF: THE CHIEF FINANCE OFFICER

PURPOSE OF REPORT: TO REQUEST AND AMENDMENT TO THE CURRENT TREASURY MANAGEMENT POLICY TO INCREASE THE AMOUNT THE AUTHORITY CAN INVEST IN THE GOVERNMENT DEBT MANAGEMENT ORGANISATION.

RECOMMENDATION: THAT THE LIMIT FOR INVESTMENT IN THE GOVERNMENT DMO BE INCREASED TO £5M

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY: None

ACCESS CONTACT OFFICER: Geoff Maren 01274 655711
Chief Finance Officer

**BACKGROUND PAPERS
OPEN TO INSPECTION:** Authority treasury management strategy
Cipfa code of practice on treasury management

1. Information

- 1.1 At the meeting of the Authority on 15th February 2009 the Authority approved the Treasury Management Strategy in accordance with the CIPFA Code of Practice on Treasury Management. Included within this document is an investment strategy which outlines the Authority's policies for managing investments in terms of risk, liquidity and yield. This policy must be approved by the Full Authority and can then only be varied by the same executive body.

2. Proposed Changes to the Policy

- 2.1 The Authority will not need reminding of the recent turbulence in the banking sector which has brought into question the security of a number of financial institutions. At the time the Authority had investments of £7.7m which was invested £1.3m in the Dexia Bank Belgium with the balance in a number of UK banks and Building Societies.
- 2.2 At the time it was considered that the most secure investment would be with the Government Debt Management Organisation which whilst paying lower interest did offer the most security. The current Investment strategy limits the amount that can be invested in the DMO to £1.5m which reflected the lower return offered by this organisation, it is proposed that this limit be increased to £5m until the investment strategy is reviewed by the Authority in February 2009.

3. Current Position

- 3.1 As the Authority moves towards the end of the financial year the amount of spare funds available for investment tend to reduce as debtors increase and creditors reduce and consequently it is unlikely that this extra facility will be significantly used. The main purpose of the increase is to provide flexibility if there is a further turn for the worse in the banking sector.
- 3.2 As always the Chief Finance Officer will operate within the Treasury Management policy for both borrowing and investment and will as always put the emphasis on security and liquidity not yield.

4. Recommendation

- 4.1 The Authority are asked to approve an amendment to the current treasury management strategy to increase the maximum limit for investment in the Government debt management Organisation to £5m.

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| WYFRA | FULL AUTHORITY | 19 DECEMBER 2008 | ITEM NO |
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REPORT OF: THE DIRECTOR OF CORPORATE RESOURCES

PURPOSE OF REPORT: TO PROVIDE AN UPDATE ON THE MEMBER CHAMPION APPOINTMENTS

RECOMMENDATION: THAT THE REPORT BE NOTED.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY: None

CONTACT OFFICER: NICOLA HOUSEMAN - 01274 655740

BACKGROUND PAPERS OPEN TO INSPECTION:

NIL

1 BACKGROUND

- 1.1 The Authority has a number of Member champions appointed to diverse areas of the service as follows;

| Function | Member champion |
|---------------------------|--------------------------------|
| | |
| Equality and Fairness | Councillor David Hollingsworth |
| Learning and Development | Councillor Naveeda Ikram |
| E-champion | Councillor Bryan Smith |
| Best Value | Councillor Khizar Iqbal |
| Performance & Improvement | Councillor Mehboob Khan |
| Risk Management | Councillor Philip Booth |
| Environment | Councillor Tracey Hardwick |

- 1.2 The Member Champions provide an update report on a six-monthly basis.

2 INFORMATION

- 2.1 Reports from the Members champions are attached as an annex to this report.
- 2.2 The next update from the Authority's Member Champions will be given at the 26 June 2008 meeting.

Equality and Diversity Progress – Councillor David Hollingsworth

Improved outcomes for local people

Continued Involvement of disabled community members in Leeds in the continuous improvement of the Disability Equality Scheme

Joint working with Bradford Station and Community Leaders – Firefighter Recruitment Awareness Days for BME groups following problems with young community members attacking fire appliances and crews.

Access to services for vulnerable people

Continued Involvement of disabled community members in Leeds in the continuous improvement of the Disability Equality Scheme and identify hard to reach individuals for HFRA

Equality and diversity improvements

Recruitment – 66% increase in the number of applications from BME groups applying for the role of firefighter.

The number of women firefighters and BME firefighters/FRS continues on increase year on year.

Progression – Focus groups have been held for women and BME operational staff to increase awareness and understanding of the ADC processes. Also to give information on the mentor Scheme which will be introduced shortly to support all staff.

Established Corporate Equality and Diversity Steering Group with Stakeholder representatives from the 6 strands of equality i.e. race, disability, gender, religion, sexual orientation and age.

Corporate Equality and Diversity Strategy 2008 – 2011 in place

Race, Disability, Gender equality Schemes

Progress reports to P&T Committee in line with legislative requirements.

Corporate Equality Scheme 2008 – 2011 has been produced and includes action plans for Leadership, Race, Disability, Gender, religion and Belief, Sexual orientation and Age. We currently have legal duties under race, disability and gender but the single scheme anticipates the changes from the Single Equality Bill which is expected to extend the duties to all the 6 strands and include Human Rights. Engagement and consultation has taken place with senior managers and Stakeholders from the Corporate E&D Steering

Group and the Authority has approved the Scheme. This will now go out to full consultation with the Community and relevant Stakeholders in the New Year.

Gay, Lesbian and Bisexual Conference held on 20 October 2008 for all Authority Members, Senior and middle managers and LGB staff group.
Content:

- Welcome by the CFO
- Progress to date by Dir HR
- LGB staff's views on working for WYFRS
- CFO, New Mexico, US – Guest Speaker
- Calderdale LGBT group

Partnership working to improve outcomes - LAAs, LSPs, RMB

Kirklees Equality and Diversity Stakeholder Forum

WYFRS are active partners in the above group. The group involved community members representing the 6 strands of E&D and include the Law Society, voluntary organisation.

Initiatives completed to date include:

- Partnership with StopHateUK
- Signposting psychological support for victims of hate crime
- Consulting on the revised Equality Framework for Local Government
- Listen to you sessions

Kirklees Equality and Diversity Statutory Agency Partnership

WYFRS, WYP, Kirklees PCT and LA are members of the above group. Work in progress to support the Stakeholder Forum is a presentation to the group on our organisations, how we work in partnership and how we can work with Stakeholders to improve outcomes for the community of Kirklees

Calderdale LGBT

Partnership in place to support LGB staff and share best practice with other agencies. Joint working to organise Pride Marches/Picnics

West Yorkshire Equality and Diversity Professionals group

E&D professionals from the 5 Local Authorities have formed a working group to share best practice and carry out pieces of work. This has included a joint response to the revised Equality Framework for Local Government.

Progress against the National Framework

Equality and Diversity Strategy 2008 – 2013

A paper has been produced for the Authority highlighting the areas for WYFRS to focus on to meet the above strategy. We are performing well in most areas which is supported by the Equality Mark accreditation. Areas for improvement over the 10 year strategy include:

Leadership

- Ensure that all employees are aware of and understand the core values
- Ensure members undertake appropriate training in order to perform their role effectively in promoting equality, diversity and fairness and providing leadership to others
- Review the Human Resources and Equality and Diversity Functions to ensure resources are sufficient to deliver fair and effective employment practices
- Ensure that equality and diversity issues are fully considered in the procurement of goods and services

Accountability

- Comply with the annual reporting requirements each September to the CLG
- Seek regular peer reviews (at least once every three years)

Effective service delivery and community engagement

- Ensure that the IRMP takes full account of the needs of local communities
- Continue with the Equality Impact Assessment processes
- Communicate progress on service delivery to local communities, including targeted communities
- Communicate clearly with staff to raise awareness and understanding of local community issues and the actions needed to address them

Employment and training

- FRA will undertake equal pay audits as required by the Equal Pay Act and take steps to ensure staff are paid appropriately for undertaking work of equal value

Evaluating and sharing best practice

- Undertake employee and community surveys, in partnership with representative bodies, to measure perception of the FRS as an employer and service provider and to assess the level of effective engagement with employee and community representatives.

Benchmarking with other authorities

Equality Standard for Local Government – Equality Mark - Successful External Accreditation at Level 3. Level 4 will be achieved by December 2008

Stonewall Workplace Equality Index www.stonewall.gov.uk

2007 – 47th with 73%

2008 – 43rd with 80%

"Equal Opportunities Review survey on Disability Policies"
Equal_Opportunities@rubensteinpublishing.com

E Champion Report – Councillor Bryan Smith

A business case is currently in development for the replacement of the current internet and intranet sites. A consultation process has been carried out to ascertain the good and bad of the current internet site and ensure that its replacement will meet the needs of both the public and the Authority.

An E-Recruitment system will be launched in early 2009 which will allow applicants to apply on line and track the progress of their applications. It will also streamline the administration process around recruitment providing applicants with a more efficient service. Operational recruitment can result in 2000 – 3000 applications being sent out so online applications will also reduce our environmental impact.

Risk Management progress - Councillor Philip Booth

The risk management strategy group continues to review the risks which the Authority has identified in its risk matrix. The group meets regularly and all existing and new risks are discussed to ensure that the assigned control measures are still appropriate. These measures are designed to reduce business risk to the Authority and therefore allow it to continue to be able to provide a first class service to all the communities of West Yorkshire.

Since my last summary both the risk management matrix and the business continuity plan have been updated and the plan has been tested in the form of a Hydra exercise on the 4 Nov 2008. Feedback from the exercise will be used to further strengthen and upgrade our business continuity plans.

I therefore look forward to continuing to support and work with the Risk Management Strategy Group as their member champion.

Performance Management and Improvement update – Councillor Mehboob Khan

Performance management and improvement planning continues to see further development. The layout of the performance report will change with the introduction of new national indicators and request from members for more information about performance management. It will also have to cater for the introduction of the new Comprehensive Area Assessment (CAA) process which comes into force from April 2009 and replaces the existing Comprehensive Performance Assessment (CPA). There is a general concern that the rate of improvement across FRA's has slowed and that the gap between the strongest and weakest performance is growing as highlighted in the Audit Commissions report in January 2008. Central government has also expressed the view that it wants to see the sector develop and sees the new CAA process as the vehicle to deliver that improvement. Examples of best

practice need to be communicated across all FRA's and performance and improvement issues will be critical to achieve sector development in the FRA's.

The performance management and improvement steering group also continues to drive the performance and improvement agenda forward by meeting on a regular basis. Greater scrutiny by the Audit Committee is also important and performance management and improvement issues are now very well embedded in the performance culture of the fire authority.

Corporate Priorities and Objectives for 2008/11 at a strategic level have now been set and progress against these are measured and reported to the Audit Committee.

We are current awaiting the results of the CPA inspection for 2008 where hopefully the continued progress of performance and improvement management will be reflected in the inspection results. The Introduction of the new CAA process will present the Authority with a number of new challenges with this new process being much more focussed on outcomes. The introduction of robust peer reviews will form an important part of the CAA process and this will require additional action to be taken. Once the time-frame for the new process is issue in Feb 2009 members will be updated via the Audit Committee in the form of a detailed report outlining this new process.

Member involvement in the CAA process will be essential if the expectations of the FRA's and Government is to be realised and the public thus receives a better service.

I therefore look forward in continuing to support the group as their member champion during this important time in the transition between the existing CPA process and the new CAA arrangements."

Best Value report – Councillor Khizar Iqbal

The Best Value programme for this year has been suspended following the introduction of the five major reviews as part of the IRMP process. A report detailing the further implication of best value reviews will be presented to the Audit Committee in 2009.

It is hoped that these will focus much more on the IRMP process, which is the main driver of service improvement for the Fire Authority. This year IRMP reviews are as follows: -

- A) Review of Retained Duty System
- B) Duty System Review
- C) Emergency Response Review
- D) Specialist Resources Review
- E) Managerial and Command capacity Review

Updates on the process of all of the above are report to the Finance and Resources Committee on a regular basis.

I therefore look forward to working with the review team on these next reviews.

Environment report – Councillor Tracey Hardwick

This is my first summary report since being appointed as member champion for environmental issues. I have attended two meetings of the Environmental Working Group which is tasked with ensuring that the important issue of environmental impact on he fire authority is correctly managed.

During this time the group have produce an Energy Conserversion Guide and Policy and energy usage across the all the fire stations is now monitored on a weekly basis. Records of the amount of Electricity, Gas and Water being used is recorded centrally and a 10 % reduction on energy usage has been set for 2009.

The cycle to work scheme is now fully operational with over 144 bicycles now being approved by the Authority.

A number of sub groups have been set up which are looking the following:

- a) Different forms of fuels for vehicles and alternative forms of power generation
- b) Video conferencing and home working facilities
- c) Introduction of waste recycling at fire stations
- d) Power saving systems for computer equipment

The outcomes of these sub-working groups will be reported to the Finance and Resources committee in due course and I therefore look forward to continuing to support and assist the Environmental Working Group in their important work.

Learning and Development update – Councillor Naveeda Ikram

I believe over the last few years we have made great strides in implementing the National Learning and Development Strategy for the Fire Service in England. The strategy is designed to provide a number of benefits to the service including;

- equipping the FRS to meet current and future challenges
- equipping the FRS to make the shift from being primarily an emergency response service, to being both an emergency response and a community safety service
- delivering a better skilled and trained workforce
- improving performance

- supporting cultural change and the development of an improvement culture within the FRS that allows for best value from the investment in training.
- Encouraging collaboration and partnership working and supporting equality and diversity across the FRS to enable FRS people to maximise their personal and organisational potential.

Over the last twelve months the service has moved further forward in reviewing and further developing many of the initiatives designed to meet the framework requirements. One major development has been the move to a non residential trainee course which equality impact assessments have shown will have a positive effect on the recruitment and retention of a diverse workforce. For existing staff, we have developed and successfully implemented a programme of operational e-learning which has attracted wide interest from across the UK fire and rescue services. Additionally, the development of the Command Training suite has given our staff some of the best command training facilities in the country.

In terms of ongoing leadership development of our staff, we have reviewed our assessment and development programmes and are working with some of the leading educational institutions in West Yorkshire to ensure our managers have the skills to continually improve the service. Collaboration with our regional partners has also been strengthened with us successfully organising and hosting the second regional strategic level assessment and development centre. This focus and investment in our staff has been recognised by the service again achieving the Investor in People Award.

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|-----------------------------------------------------------|-----------------------|-------------------------|-----------------|
| WEST YORKSHIRE FIRE & RESCUE AUTHORITY | FULL AUTHORITY | 19 DECEMBER 2008 | ITEM No. |
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**REPORT OF: DIRECTOR OF FIRE SAFETY
& COMMUNITY RELATIONS**

**PURPOSE OF REPORT: TO INFORM MEMBERS OF ACTIVITIES WITHIN
THE FIRE SAFETY GROUP TOGETHER WITH
HALF YEARLY STATISTICS - 1 APRIL 2008 TO
30 SEPTEMBER 2008**

RECOMMENDATION: THAT THE REPORT BE NOTED

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS)

EXEMPTION CATEGORY: NONE

CONTACT OFFICER: DC M^cINTOSH 01274 655705

BACKGROUND PAPERS: NONE

1. BACKGROUND

- 1.1 Attached is a report detailing Fire Safety and Community Relations activity within the County for half year April 2008 – September 2008, together with future service targets.

2. INFORMATION

- 2.1 During the year, we have increased the efforts put into fire safety by:
- Offering free home risk assessments to people most at risk from fire;
 - Expanding our work with young people who have a history of starting fires or of making false alarm calls;
 - Targeting our fire safety activities at people who are known to be at higher risk from fire;
 - Reducing the number of deliberate fires; and
 - Reducing the number of unwanted fire signals from automatic fire detection systems in commercial premises.
 - Developing our road safety policy.

3. EXCEPTION REPORT – WAKEFIELD

- 3.1 Following a recent focus of activity as part of the LAA, the number of secondary fires has seen a reduction of incidences across the district and projections show year-end target should be achieved. However, Wakefield district has seen an increase in the number of deliberate primary fires. Comparisons of figures show a significant increase in the numbers of vehicle fires across the district. This is an increase of 25 incidences compared with the same six-month period in 2007 and contributes to over 67% of all deliberate primary fires during the first six-months of the fiscal year 08/09. Should the current trend in deliberate primary fires continue, the LAA year-end target would not be achieved.
- 3.2 Wakefield District is in the process of finalising LAA delivery plans with key partner agencies, to coordinate working systems and target the issue of deliberate fires. Under the previous LAA, the Arson Reduction Team (ART) was established to help deliver against the stretch targets included within the LAA for accidental and deliberate primary fires. The ART within the district is currently undergoing some staffing changes and should be at full strength shortly. The introduction of a former police officer to the team has had an immediate impact on not only improving police and fire working relationships but also on raising the profile of deliberate fires within the district.
- 3.3 Through the introduction of the new LAA a number of new systems are being implemented and embedded in district practice. These include:
- Attendance at the Police Tasking and Intelligence Assessment meeting on a bi-weekly basis with a specific agenda item on fire related incidents.
 - Improvement of reporting local incident activity directly to the Police through the ART.
 - Improvement in both liaison and analysis of deliberate fires between the police and ART, communicated on a regular basis.
 - Police led Police and Community Together (PACT) meetings are now attended by Station Managers, in order to meet with the local community, gather intelligence and raise concerns.

“Making West Yorkshire Safer”

- Increased partnership working with the Local Authority Parks, Environment and Anti-Social Behaviour Teams with the ART to proactively identify and tackle key hotspot areas and individuals involved in deliberate fire setting activity.
- Development of working relationships with Wakefield and District Housing (WDH) to target and focus on safety interventions within WDH property.
- Workshop to be planned on deliberate fires, inviting key delivery partners to look at producing a memorandum of understanding across the district as part of the LAA delivery plan.
- Regular reporting of performance to the LAA Safer Stronger Board.
- CCTV protocol developed to include all fire stations across the district to gather evidence following deliberately set fires in camera locations.
- Establishment of regular awareness training sessions for operational crews to be delivered by the ART.
- New emphasis and training on event recording done by Station Managers and Fire Investigation Team.
- Regular updates at each district manager performance management meeting relating to activity reporting and action planning.

4. FINANCIAL IMPLICATIONS

4.1 There are no additional financial implications arising from this report.

5. EQUALITY & FAIRNESS ISSUES

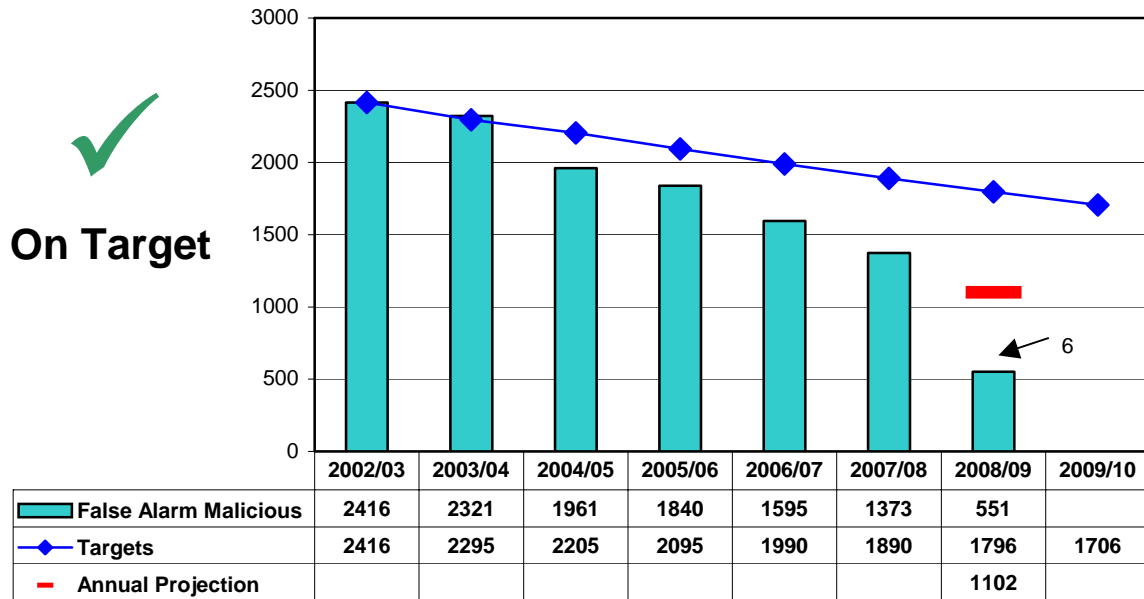
5.1 No equality and fairness issues to report

6. SUMMARY

6.1 The attached report summarises our performance against national and locally set service targets for 2008, April to September

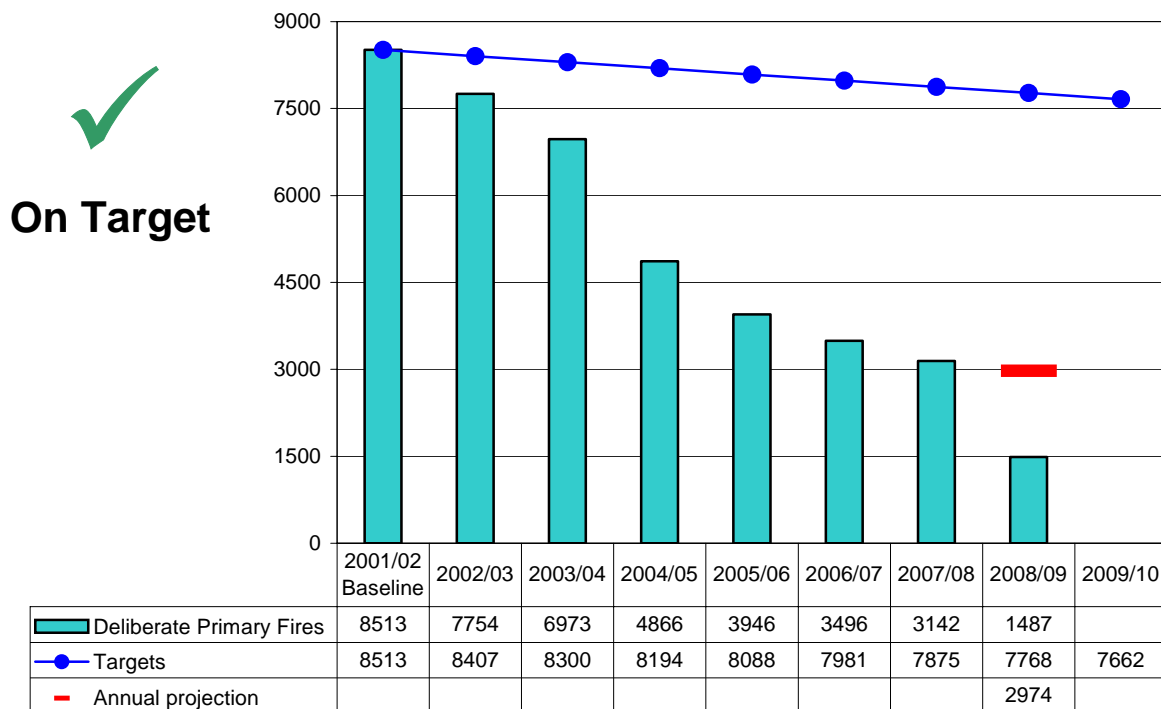
“Making West Yorkshire Safer”

PSA Target - To reduce the number of accidental fire-related deaths in the home by 20% averaged over the 11 year period to 2010 compared with the average recorded in the five year period to 1999 – with no local authority fire brigade having a fatality rate more than 1.25 times the national average by 2010.



Commentary – From 2001/02 WYFRA has consistently performed better than the set target.

PSA Target - To reduce by 10% the number of deliberate primary fires by March 2010 from the 2001-2002 baseline.



Commentary – The Authority has achieved year on year improvement over the last 6 years and will target resources to continue this trend.

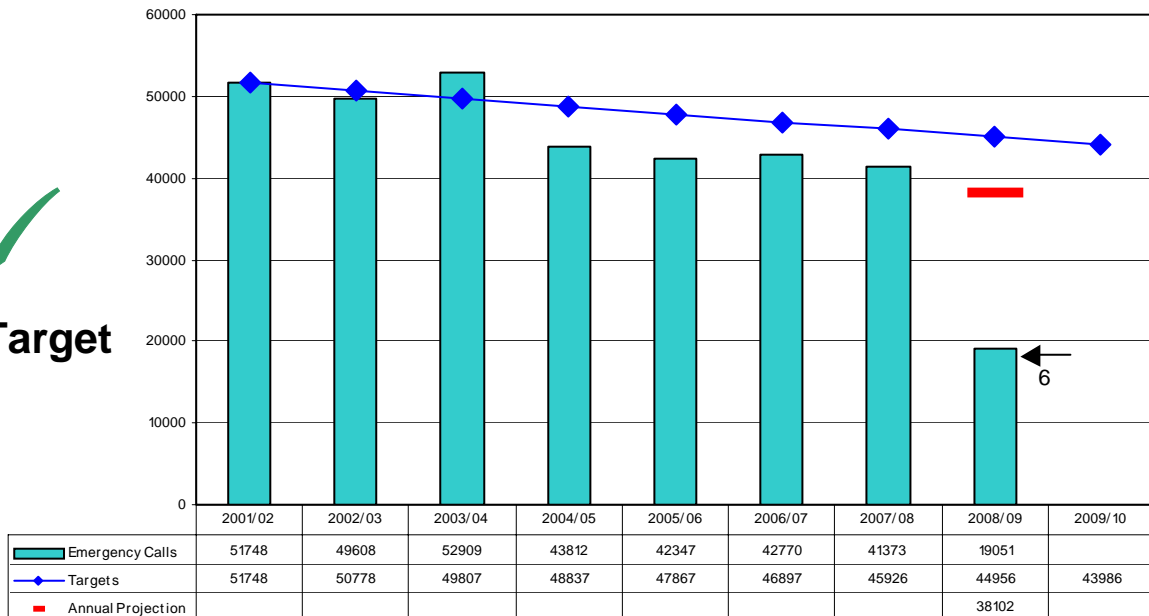
“Making West Yorkshire Safer”

Local Target - Emergency calls

(Target: = 15% reduction from **51,748** to **43,986** by March 2010)

✓

On Target



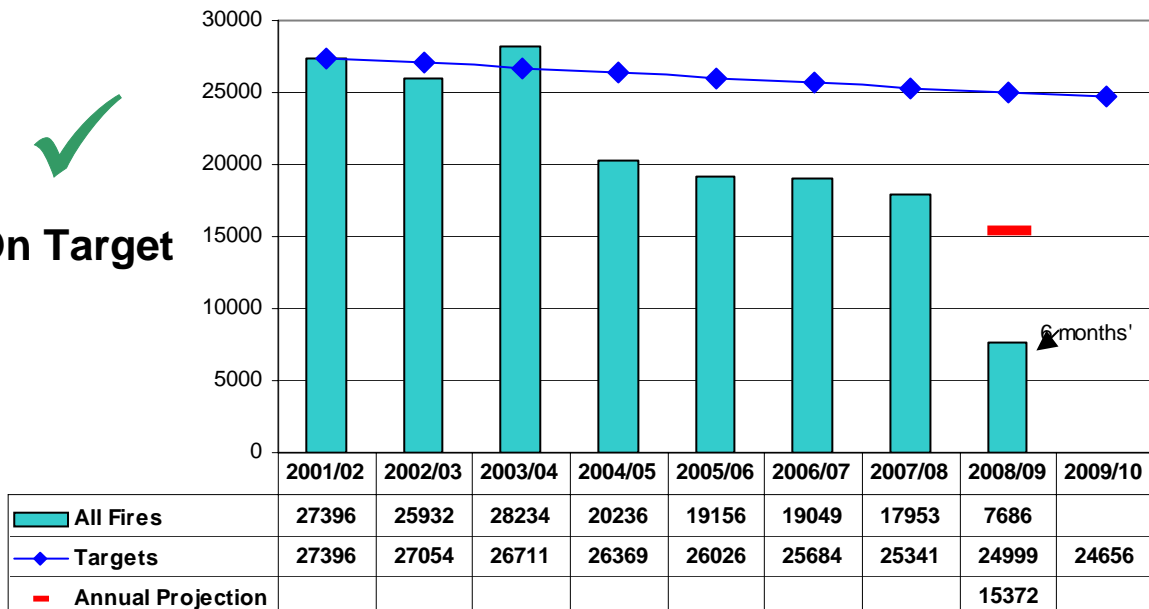
Commentary – The Authority has made steady progress year on year in reducing the number of emergency calls attended.

Local Target - All fires

(Target = 10% reduction from **27,396** to **24,656** by March 2010)

✓

On Target

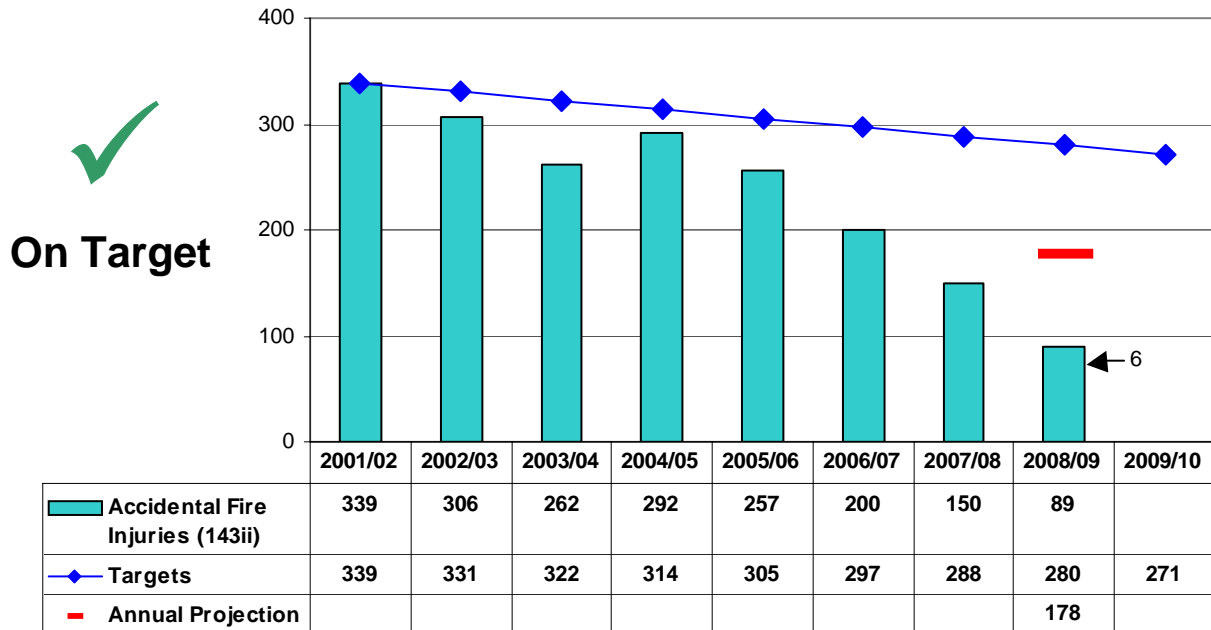


Commentary – The Authority has achieved year on year improvement over the last 4 years and has exceeded the 2010 target.

“Making West Yorkshire Safer”

Local Target - Accidental fire injuries

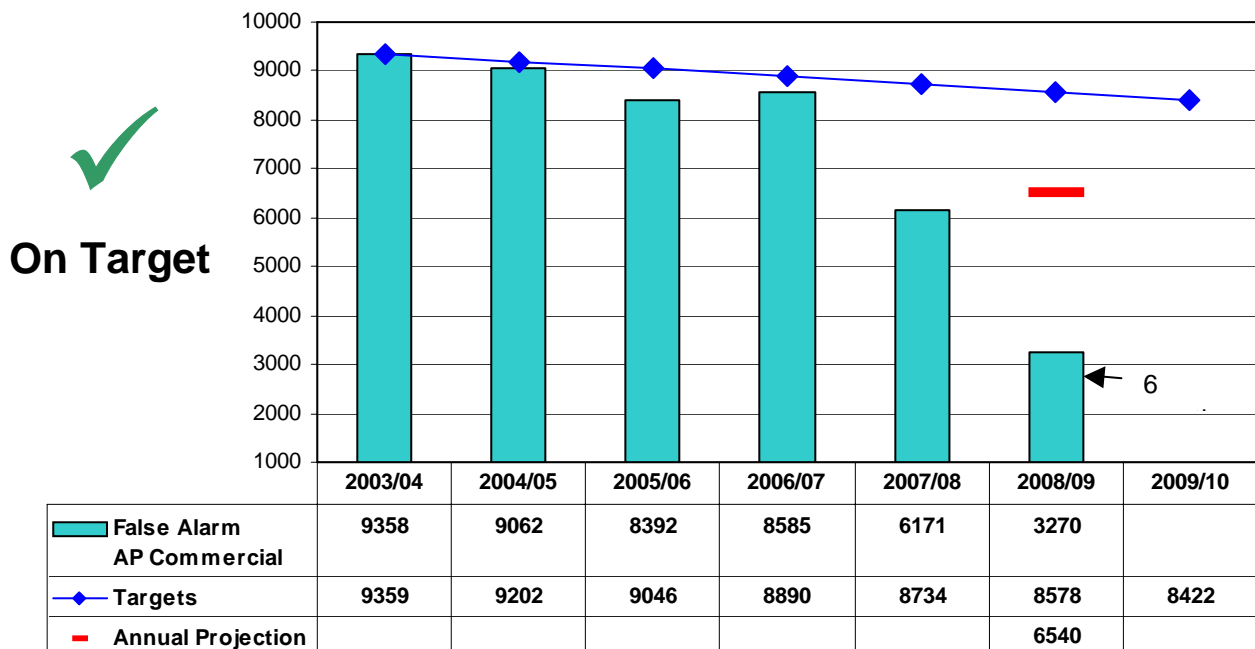
(Target = 20% reduction from **339 to 271** by March 2010)



Commentary – The Authority continues to achieve a significant reduction of fire related injuries.

Local Target - Unwanted fire signals from commercial AFD equipment

(Target = 10% reduction from **9,359 to 8,422** by March 2010)

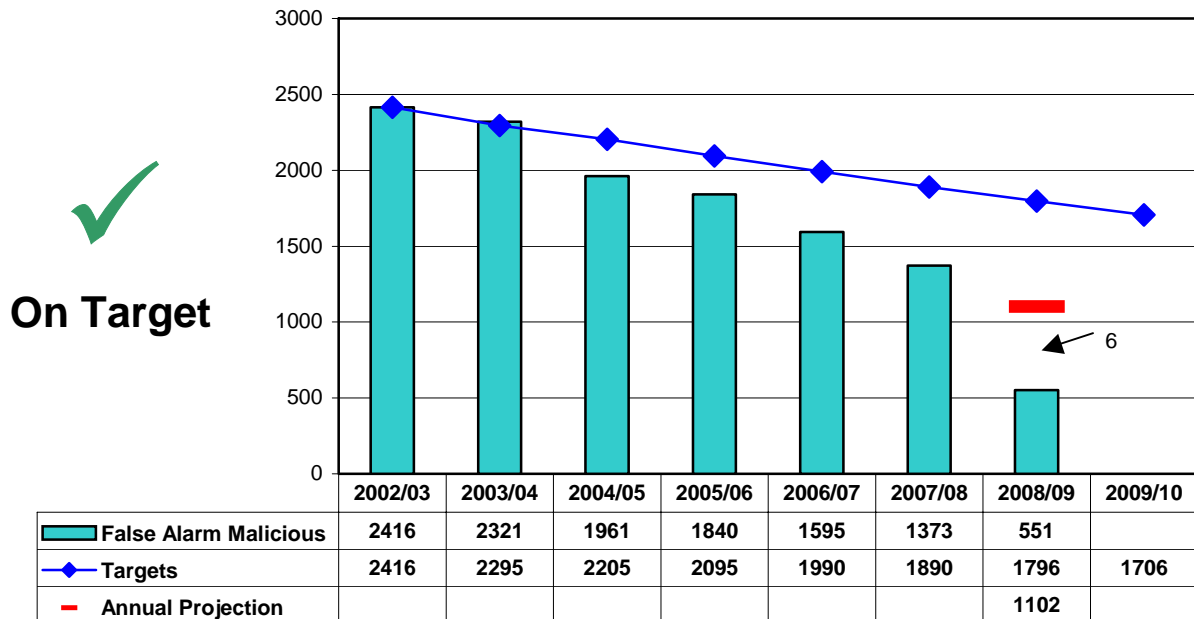


Commentary – Significant improvement has been made against this indicator. This has been achieved by targeting resources at, and effective liaising with, owners of buildings who's premises generate high levels of unwanted fire signals.

“Making West Yorkshire Safer”

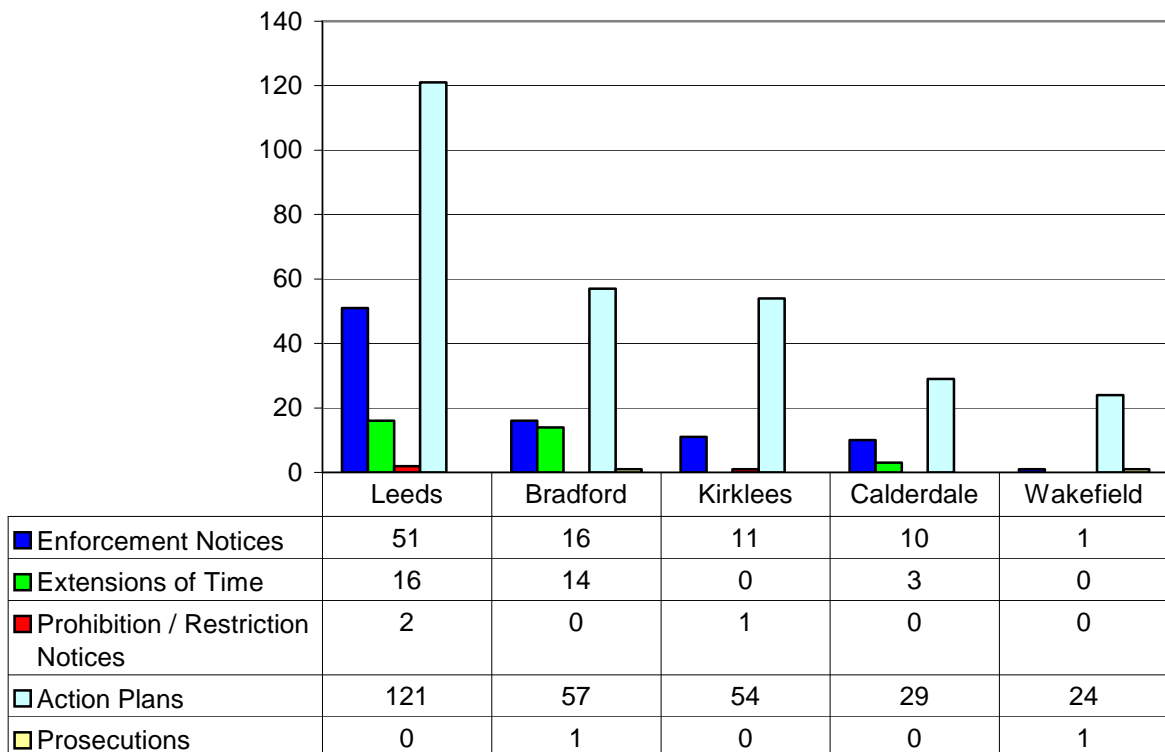
Local Target - Malicious false alarms

(Target = **annual** 5% reduction from 2,416 to 1,706 by March 2010)



Commentary – The Authority continues to achieve year on year improvement against this indicator.

Fire Safety – Notices Issued



“Making West Yorkshire Safer”

Prosecution Details

Bradford – Panshee Restaurant

RRO – 2 defendants each having 5 charges relating to failure to comply with a Prohibition Notice, guilty plea to all charges

Mahir Ali

- 23/10/2007 – 4 months custodial sentence, suspended for 2 years
- 7/11/2007 – 4 months custodial sentence, suspended for 2 years
- 25/11/2007 – 6 months custodial sentence, suspended for 2 years
- 25/12/2007 – 6 months custodial sentence, suspended for 2 years
- 28/01/2008 – 6 months custodial sentence, suspended for 2 years

The Custodial Sentences were ordered to be served concurrently. The Judge also imposed a £1000 Fine for each charge, thus a £5000 total Financial Penalty. The Defendant was ordered to pay £1975 towards Costs. He was ordered to pay at a rate of £20 per week.

Khosru Miah

- 25/11/2007 – 6 months custodial sentence, suspended for 2 years
- 25/12/2007 – 6 months custodial sentence, suspended for 2 years
- 28/01/2008 – 6 months custodial sentence, suspended for 2 years
- 12/02/2008 – 6 months custodial sentence, suspended for 2 years
- 13/02/2008 – 6 months custodial sentence, suspended for 2 years

The Custodial Sentences were ordered to be served concurrently. The Judge also imposed a £1000 Fine for each of the offences, thus a £5000 total Financial Penalty. The Defendant was also ordered to pay £1975 towards Costs. He too was ordered to pay at a rate of £20 per week.

Wakefield – Magnet Ltd

RRO - 8 charges relating to various fire safety matters, guilty plea to all 8

Total fine :- £16000 with costs of £4166 and victim surcharge of £15, to be paid within 14 days.

Brigade Totals

| | Totals for current reporting period covering 6 months | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------|--------------------------|------------------------------------|------------|------------|
| | Targets | | Total for current period | Total during same period last year | Cause | |
| | Total occurrences | Deliberately caused | | | Accidental | Deliberate |
| Local Targets - Fire Authority <u>strategic targets</u> set using a performance baseline of 2001/02 (False alarm apparatus and malicious baseline of 2002/03) Service Delivery Agreement (SDA) - National Targets set by ODPM using a baseline of 1998/99 for fire re | | | | | | |
| Primary Fires | 5353 | 3909 | 2564 | 2763 | 1077 = 42% | 1487 = 58% |
| Secondary Fires | 7232 | 6054 | 5122 | 6644 | 495 = 10% | 4627 = 90% |
| Total - All Fires | 12584 | 9962 | 7686 | 9407 | 1572 = 20% | 6114 = 80% |
| False Alarm due to apparatus (commercial) | 4067 | | 3270 | 2950 | | |
| False Alarm due to apparatus (domestic) | 1556 | | 2889 | 2877 | | |
| False Alarm Good Intent | | | 2822 | 2970 | | |
| False Alarm Malicious | 876 | | 551 | 621 | | 551 |
| Fires Caused deliberately | | 9962 | 6114 | 8807 | | |
| Special Service Calls | | | 1833 | 2308 | | |
| Total emergency responses | 22719 | | 19051 | 21133 | | |

Primary Fires by Premises Use

| | | | | | | |
|------------------------------|------|------|------|------|-----------|------------|
| Agricultural | 18 | 13 | 18 | 23 | 8 = 44% | 10 = 56% |
| Commercial | 22 | 11 | 22 | 23 | 10 = 45% | 12 = 55% |
| Dwellings | 623 | 170 | 458 | 483 | 344 = 75% | 114 = 25% |
| Further Education | 6 | 5 | 6 | 10 | 3 = 50% | 3 = 50% |
| Hospitals | 22 | 12 | 15 | 15 | 10 = 67% | 5 = 33% |
| Hotels | 4 | 0 | 2 | 8 | 0 = 0% | 2 = 100% |
| Houses converted to flats | 31 | 9 | 36 | 27 | 29 = 81% | 7 = 19% |
| Industrial | 115 | 41 | 86 | 87 | 69 = 80% | 17 = 20% |
| Licensed | 42 | 16 | 32 | 31 | 22 = 69% | 10 = 31% |
| Other | 197 | 147 | 123 | 158 | 34 = 28% | 89 = 72% |
| Sports Grounds etc | 11 | 9 | 9 | 7 | 5 = 56% | 4 = 44% |
| Other sleeping accommodation | 18 | 9 | 12 | 16 | 4 = 33% | 8 = 67% |
| Post box | 33 | 33 | 9 | 16 | 0 = 0% | 9 = 100% |
| Private Garage | 64 | 55 | 49 | 62 | 17 = 35% | 32 = 65% |
| Private shed/greenhouse | 53 | 44 | 78 | 104 | 17 = 22% | 61 = 78% |
| Public Buildings | 23 | 16 | 13 | 15 | 5 = 38% | 8 = 62% |
| Residential Care Homes | 15 | 4 | 7 | 9 | 7 = 100% | 0 = 0% |
| Road Vehicles | 3111 | 2864 | 1249 | 1265 | 220 = 18% | 1029 = 82% |
| Schools | 35 | 28 | 9 | 14 | 5 = 56% | 4 = 44% |
| Sheltered Housing | 323 | 76 | 267 | 332 | 229 = 86% | 38 = 14% |
| Shops | 61 | 25 | 60 | 54 | 39 = 65% | 21 = 35% |
| Telephone Kiosks | 6 | 6 | 4 | 4 | 0 = 0% | 4 = 100% |

Secondary Fires by Premises Use

| | | | | | | |
|------------------------------------|------|------|------|------|-------------|-------------|
| Bonfires | 642 | 486 | 476 | 538 | 75 = 16% | 401 = 84% |
| Chimney - Residential | 90 | 1 | 36 | 37 | 36 = 100% | 0 = 0% |
| Chimney - Non Residential | 4 | 1 | 0 | 2 | 0 = #DIV/0! | 0 = #DIV/0! |
| Derelict Vehicles | 296 | 274 | 78 | 91 | 11 = 14% | 67 = 86% |
| Grassland/Heathland | 1157 | 876 | 650 | 1159 | 87 = 13% | 563 = 87% |
| Intentional Stubble Burning | 33 | 25 | 22 | 35 | 4 = 18% | 18 = 82% |
| Refuse/Refuse Containers | 4029 | 3560 | 3083 | 3617 | 198 = 6% | 2885 = 94% |
| Derelict Building/Under Demolition | 434 | 431 | 332 | 472 | 16 = 5% | 316 = 95% |
| Trees/Fences etc | 547 | 472 | 445 | 693 | 68 = 15% | 377 = 85% |

| | | | | | | |
|---------------------------------|-----|---|-----|-----|----------|----------|
| Total Fire Deaths | | | 5 | 4 | 4 = 80% | 1 = 20% |
| Accidental Dwelling Fire Deaths | 5 | | 4 | 1 | | |
| Total Injuries exc PCU | 200 | 8 | 122 | 117 | 99 = 81% | 23 = 19% |
| Dwelling Fire Injuries exc PCU | 167 | 6 | 100 | 85 | 89 = 89% | 11 = 11% |

| | | | | |
|--------------------------------|--|--|-------|-------|
| Home Fire Safety Checks | | | 31062 | 29628 |
| Number of smoke alarms fitted | | | 44612 | 43055 |
| Audits (Fire Safety personnel) | | | 2502 | 2021 |
| Audits (Station personnel) | | | 2680 | 0 |

| Key to performance | |
|------------------------------------------------------------------------------------------|--|
| Performance is more than 10% above the standard required to achieve the target! | |
| Performance is within + or - 10% from the standard required to achieve the target | |
| Performance is more than 10% below the standard required to achieve the target | |

Bradford Totals

| Local Targets - Fire Authority strategic targets set using a performance baseline of 2001/02 (False alarm apparatus and malicious baseline of 2002/03) Service Delivery Agreement (SDA) - National Targets set by ODPM using a baseline of 1998/99 for fire re | Totals for current reporting period covering 6 months | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------|--------------------------|------------------------------------|------------|------------|
| | Targets | | Total for current period | Total during same period last year | Cause | |
| | Total occurrences | Deliberately caused | | | Accidental | Deliberate |
| Primary Fires | 1475 | 1141 | 705 | 721 | 256 = 36% | 449 = 64% |
| Secondary Fires | 2026 | 1699 | 1271 | 1779 | 118 = 9% | 1153 = 91% |
| Total - All Fires | 3502 | 2841 | 1976 | 2500 | 374 = 19% | 1602 = 81% |
| False Alarm due to apparatus (commercial) | 1004 | | 631 | 556 | | |
| False Alarm due to apparatus (domestic) | 663 | | 1057 | 1246 | | |
| False Alarm Good Intent | | | 694 | 709 | | |
| False Alarm Malicious | 266 | | 176 | 182 | | 176 |
| Fires Caused deliberately | | 2841 | 1602 | 2118 | | |
| Special Service Calls | | | 440 | 438 | | |
| Total emergency responses | 6357 | | 4974 | 5631 | | |

Primary Fires by Premises Use

| | | | | | | |
|------------------------------|-----|-----|-----|-----|-------------|-------------|
| Agricultural | 3 | 3 | 2 | 3 | 0 = 0% | 2 = 100% |
| Commercial | 4 | 2 | 5 | 6 | 1 = 20% | 4 = 80% |
| Dwellings | 173 | 50 | 124 | 119 | 80 = 65% | 44 = 35% |
| Further Education | 3 | 2 | 1 | 2 | 0 = 0% | 1 = 100% |
| Hospitals | 6 | 4 | 3 | 3 | 1 = 33% | 2 = 67% |
| Hotels | 1 | 0 | 0 | 1 | 0 = #DIV/0! | 0 = #DIV/0! |
| Houses converted to flats | 7 | 3 | 17 | 7 | 14 = 82% | 3 = 18% |
| Industrial | 23 | 7 | 23 | 19 | 19 = 83% | 4 = 17% |
| Licensed | 8 | 4 | 6 | 11 | 2 = 33% | 4 = 67% |
| Other | 42 | 32 | 29 | 31 | 9 = 31% | 20 = 69% |
| Sports Grounds etc | 3 | 2 | 3 | 1 | 2 = 67% | 1 = 33% |
| Other sleeping accommodation | 2 | 0 | 0 | 2 | 0 = #DIV/0! | 0 = #DIV/0! |
| Post box | 6 | 6 | 2 | 5 | 0 = 0% | 2 = 100% |
| Private Garage | 14 | 13 | 16 | 17 | 1 = 6% | 15 = 94% |
| Private shed/greenhouse | 10 | 9 | 15 | 28 | 4 = 27% | 11 = 73% |
| Public Buildings | 6 | 4 | 2 | 1 | 1 = 50% | 1 = 50% |
| Residential Care Homes | 4 | 1 | 2 | 5 | 2 = 100% | 0 = 0% |
| Road Vehicles | 860 | 806 | 361 | 336 | 42 = 12% | 319 = 88% |
| Schools | 15 | 13 | 1 | 4 | 1 = 100% | 0 = 0% |
| Sheltered Housing | 81 | 15 | 76 | 99 | 69 = 91% | 7 = 9% |
| Shops | 14 | 5 | 15 | 21 | 8 = 53% | 7 = 47% |
| Telephone Kiosks | 0 | 0 | 2 | 0 | 0 = 0% | 2 = 100% |

Secondary Fires by Premises Use

| | | | | | | |
|------------------------------------|------|------|-----|------|-------------|-------------|
| Bonfires | 223 | 172 | 120 | 135 | 12 = 10% | 108 = 90% |
| Chimney - Residential | 13 | 0 | 8 | 11 | 8 = 100% | 0 = 0% |
| Chimney - Non Residential | 1 | 0 | 0 | 0 | 0 = #DIV/0! | 0 = #DIV/0! |
| Derelict Vehicles | 89 | 82 | 26 | 31 | 3 = 12% | 23 = 88% |
| Grassland/Heathland | 194 | 135 | 107 | 168 | 23 = 21% | 84 = 79% |
| Intentional Stubble Burning | 6 | 4 | 4 | 2 | 1 = 25% | 3 = 75% |
| Refuse/Refuse Containers | 1231 | 1079 | 819 | 1100 | 56 = 7% | 763 = 93% |
| Derelict Building/Under Demolition | 135 | 135 | 60 | 133 | 1 = 2% | 59 = 98% |
| Trees/Fences etc | 135 | 112 | 127 | 199 | 14 = 11% | 113 = 89% |

| | | | | | | |
|---------------------------------|----|---|----|----|----------|---------|
| Total Fire Deaths | | | 1 | 0 | 1 = 100% | 0 = 0% |
| Accidental Dwelling Fire Deaths | 1 | | 1 | 0 | | |
| Total Injuries exc PCU | 58 | 3 | 43 | 39 | 34 = 79% | 9 = 21% |
| Dwelling Fire Injuries exc PCU | 49 | 2 | 32 | 30 | 28 = 88% | 4 = 13% |

Calderdale Totals

| Local Targets - Fire Authority strategic targets set using a performance baseline of 2001/02 (False alarm apparatus and malicious baseline of 2002/03) Service Delivery Agreement (SDA) - National Targets set by ODPM using a baseline of 1998/99 for fire re | Totals for current reporting period covering 6 months | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------|--------------------------|------------------------------------|------------|------------|
| | Targets | | Total for current period | Total during same period last year | Cause | |
| | Total occurrences | Deliberately caused | | | Accidental | Deliberate |
| Primary Fires | 503 | 337 | 224 | 274 | 107 = 48% | 117 = 52% |
| Secondary Fires | 570 | 462 | 430 | 614 | 35 = 8% | 395 = 92% |
| Total - All Fires | 1073 | 799 | 654 | 888 | 142 = 22% | 512 = 78% |
| False Alarm due to apparatus (commercial) | 288 | | 187 | 149 | | |
| False Alarm due to apparatus (domestic) | 94 | | 225 | 223 | | |
| False Alarm Good Intent | | | 259 | 284 | | |
| False Alarm Malicious | 72 | | 58 | 48 | | 58 |
| Fires Caused deliberately | | 799 | 512 | 905 | | |
| Special Service Calls | | | 155 | 208 | | |
| Total emergency responses | 1961 | | 1538 | 1800 | | |

| Primary Fires by Premises Use | | | | | | |
|-------------------------------|-----|-----|-----|-----|-------------|-------------|
| Agricultural | 1 | 1 | 1 | 3 | 1 = 100% | 0 = 0% |
| Commercial | 2 | 1 | 2 | 3 | 2 = 100% | 0 = 0% |
| Dwellings | 43 | 9 | 42 | 36 | 34 = 81% | 8 = 19% |
| Further Education | 0 | 0 | 1 | 1 | 0 = 0% | 1 = 100% |
| Hospitals | 1 | 0 | 0 | 0 | 0 = #DIV/0! | 0 = #DIV/0! |
| Hotels | 1 | 0 | 0 | 0 | 0 = #DIV/0! | 0 = #DIV/0! |
| Houses converted to flats | 2 | 0 | 1 | 0 | 0 = 0% | 1 = 100% |
| Industrial | 13 | 7 | 11 | 15 | 7 = 64% | 4 = 36% |
| Licensed | 6 | 2 | 2 | 4 | 2 = 100% | 0 = 0% |
| Other | 13 | 9 | 9 | 26 | 3 = 33% | 6 = 67% |
| Sports Grounds etc | 1 | 1 | 0 | 1 | 0 = #DIV/0! | 0 = #DIV/0! |
| Other sleeping accommodation | 0 | 0 | 0 | 0 | 0 = #DIV/0! | 0 = #DIV/0! |
| Post box | 0 | 0 | 3 | 1 | 0 = 0% | 3 = 100% |
| Private Garage | 4 | 1 | 3 | 4 | 2 = 67% | 1 = 33% |
| Private shed/greenhouse | 2 | 2 | 2 | 4 | 0 = 0% | 2 = 100% |
| Public Buildings | 1 | 0 | 2 | 1 | 0 = 0% | 2 = 100% |
| Residential Care Homes | 1 | 0 | 1 | 1 | 1 = 100% | 0 = 0% |
| Road Vehicles | 246 | 222 | 115 | 141 | 35 = 30% | 80 = 70% |
| Schools | 2 | 1 | 0 | 0 | 0 = #DIV/0! | 0 = #DIV/0! |
| Sheltered Housing | 35 | 6 | 24 | 29 | 18 = 75% | 6 = 25% |
| Shops | 6 | 2 | 4 | 4 | 2 = 50% | 2 = 50% |
| Telephone Kiosks | 0 | 0 | 1 | 0 | 0 = 0% | 1 = 100% |

| Secondary Fires by Premises Use | | | | | | |
|------------------------------------|-----|-----|-----|-----|-------------|-------------|
| Bonfires | 50 | 36 | 36 | 70 | 6 = 17% | 30 = 83% |
| Chimney - Residential | 10 | 0 | 5 | 2 | 5 = 100% | 0 = 0% |
| Chimney - Non Residential | 0 | 0 | 0 | 0 | 0 = #DIV/0! | 0 = #DIV/0! |
| Derelict Vehicles | 22 | 20 | 5 | 7 | 0 = 0% | 5 = 100% |
| Grassland/Heathland | 96 | 67 | 67 | 125 | 7 = 10% | 60 = 90% |
| Intentional Stubble Burning | 3 | 1 | 2 | 1 | 1 = 50% | 1 = 50% |
| Refuse/Refuse Containers | 302 | 262 | 242 | 311 | 4 = 2% | 238 = 98% |
| Derelict Building/Under Demolition | 52 | 53 | 37 | 37 | 2 = 5% | 35 = 95% |
| Trees/Fences etc | 36 | 29 | 36 | 61 | 10 = 28% | 26 = 72% |

| | | | | | | |
|---------------------------------|----|---|----|----|-------------|-------------|
| Total Fire Deaths | | | 0 | 0 | 0 = #DIV/0! | 0 = #DIV/0! |
| Accidental Dwelling Fire Deaths | 0 | | 0 | 0 | | |
| Total Injuries exc PCU | 18 | 0 | 10 | 11 | 8 = 80% | 2 = 20% |
| Dwelling Fire Injuries exc PCU | 15 | 0 | 9 | 6 | 7 = 78% | 2 = 22% |

Kirklees Totals

| | Totals for current reporting period covering 6 months | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------|--------------------------|------------------------------------|------------|------------|
| | Targets | | Total for current period | Total during same period last year | Cause | |
| | Total occurrences | Deliberately caused | | | Accidental | Deliberate |
| Local Targets - Fire Authority strategic targets set using a performance baseline of 2001/02 (False alarm apparatus and malicious baseline of 2002/03) | | | | | | |
| Service Delivery Agreement (SDA) - National Targets set by ODPM using a baseline of 1998/99 for fire re | | | | | | |
| Primary Fires | 706 | 445 | 403 | 400 | 180 = 45% | 223 = 55% |
| Secondary Fires | 899 | 672 | 873 | 941 | 103 = 12% | 770 = 88% |
| Total - All Fires | 1606 | 1116 | 1276 | 1341 | 283 = 22% | 993 = 78% |
| False Alarm due to apparatus (commercial) | 743 | | 515 | 516 | | |
| False Alarm due to apparatus (domestic) | 248 | | 389 | 435 | | |
| False Alarm Good Intent | | | 459 | 453 | | |
| False Alarm Malicious | 171 | | 105 | 121 | | 105 |
| Fires Caused deliberately | | 1116 | 993 | 1252 | | |
| Special Service Calls | | | 316 | 370 | | |
| Total emergency responses | 3352 | | 3060 | 3236 | | |

Primary Fires by Premises Use

| | | | | | | |
|------------------------------|-----|-----|-----|-----|-------------|-------------|
| Agricultural | 2 | 1 | 6 | 5 | 4 = 67% | 2 = 33% |
| Commercial | 1 | 1 | 1 | 2 | 1 = 100% | 0 = 0% |
| Dwellings | 93 | 22 | 69 | 63 | 53 = 77% | 16 = 23% |
| Further Education | 0 | 0 | 0 | 2 | 0 = #DIV/0! | 0 = #DIV/0! |
| Hospitals | 4 | 3 | 0 | 1 | 0 = #DIV/0! | 0 = #DIV/0! |
| Hotels | 0 | 0 | 1 | 0 | 0 = 0% | 1 = 100% |
| Houses converted to flats | 2 | 0 | 4 | 4 | 2 = 50% | 2 = 50% |
| Industrial | 32 | 9 | 16 | 20 | 12 = 75% | 4 = 25% |
| Licensed | 4 | 0 | 7 | 2 | 6 = 86% | 1 = 14% |
| Other | 41 | 31 | 22 | 19 | 4 = 18% | 18 = 82% |
| Sports Grounds etc | 2 | 2 | 0 | 3 | 0 = #DIV/0! | 0 = #DIV/0! |
| Other sleeping accommodation | 2 | 0 | 1 | 0 | 1 = 100% | 0 = 0% |
| Post box | 5 | 5 | 1 | 1 | 0 = 0% | 1 = 100% |
| Private Garage | 13 | 12 | 3 | 10 | 0 = 0% | 3 = 100% |
| Private shed/greenhouse | 12 | 10 | 15 | 23 | 6 = 40% | 9 = 60% |
| Public Buildings | 6 | 4 | 2 | 4 | 1 = 50% | 1 = 50% |
| Residential Care Homes | 4 | 1 | 0 | 1 | 0 = #DIV/0! | 0 = #DIV/0! |
| Road Vehicles | 350 | 311 | 187 | 170 | 39 = 21% | 148 = 79% |
| Schools | 6 | 5 | 4 | 2 | 1 = 25% | 3 = 75% |
| Sheltered Housing | 58 | 17 | 52 | 58 | 43 = 83% | 9 = 17% |
| Shops | 12 | 5 | 11 | 9 | 7 = 64% | 4 = 36% |
| Telephone Kiosks | 0 | 0 | 1 | 1 | 0 = 0% | 1 = 100% |

Secondary Fires by Premises Use

| | | | | | | |
|------------------------------------|-----|-----|-----|-----|-------------|-------------|
| Bonfires | 89 | 59 | 71 | 84 | 16 = 23% | 55 = 77% |
| Chimney - Residential | 9 | 0 | 3 | 7 | 3 = 100% | 0 = 0% |
| Chimney - Non Residential | 2 | 0 | 0 | 1 | 0 = #DIV/0! | 0 = #DIV/0! |
| Derelict Vehicles | 38 | 35 | 9 | 11 | 5 = 56% | 4 = 44% |
| Grassland/Heathland | 195 | 129 | 107 | 207 | 25 = 23% | 82 = 77% |
| Intentional Stubble Burning | 4 | 2 | 3 | 3 | 1 = 33% | 2 = 67% |
| Refuse/Refuse Containers | 431 | 349 | 529 | 477 | 40 = 8% | 489 = 92% |
| Derelict Building/Under Demolition | 58 | 52 | 70 | 48 | 4 = 6% | 66 = 94% |
| Trees/Fences etc | 73 | 56 | 81 | 103 | 9 = 11% | 72 = 89% |

| | | | | | | |
|---------------------------------|----|---|----|----|-------------|-------------|
| Total Fire Deaths | | | 0 | 2 | 0 = #DIV/0! | 0 = #DIV/0! |
| Accidental Dwelling Fire Deaths | 0 | | 0 | 0 | | |
| Total Injuries exc PCU | 33 | 1 | 19 | 19 | 16 = 84% | 3 = 16% |
| Dwelling Fire Injuries exc PCU | 29 | 1 | 17 | 18 | 15 = 88% | 2 = 12% |

Leeds Totals

| Local Targets - Fire Authority strategic targets set using a performance baseline of 2001/02 (False alarm apparatus and malicious baseline of 2002/03) Service Delivery Agreement (SDA) - National Targets set by ODPM using a baseline of 1998/99 for fire re | Totals for current reporting period covering 6 months | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------|--------------------------|------------------------------------|------------|------------|
| | Targets | | Total for current period | Total during same period last year | Cause | |
| | Total occurrences | Deliberately caused | | | Accidental | Deliberate |
| Primary Fires | 2142 | 1645 | 876 | 1002 | 396 = 45% | 480 = 55% |
| Secondary Fires | 2830 | 2533 | 1661 | 2230 | 173 = 10% | 1488 = 90% |
| Total - All Fires | 4972 | 4179 | 2537 | 3232 | 569 = 22% | 1968 = 78% |
| False Alarm due to apparatus (commercial) | 1499 | | 1418 | 1209 | | |
| False Alarm due to apparatus (domestic) | 471 | | 816 | 770 | | |
| False Alarm Good Intent | | | 1068 | 1144 | | |
| False Alarm Malicious | 282 | | 168 | 218 | | 168 |
| Fires Caused deliberately | | 4179 | 1968 | 3034 | | |
| Special Service Calls | | | 683 | 867 | | |
| Total emergency responses | 8539 | | 6690 | 7440 | | |

| Primary Fires by Premises Use | | | | | | |
|-------------------------------|------|------|-----|-----|-------------|-------------|
| Agricultural | 7 | 5 | 6 | 9 | 1 = 17% | 5 = 83% |
| Commercial | 9 | 4 | 11 | 11 | 5 = 45% | 6 = 55% |
| Dwellings | 244 | 71 | 181 | 211 | 144 = 80% | 37 = 20% |
| Further Education | 3 | 1 | 4 | 3 | 3 = 75% | 1 = 25% |
| Hospitals | 9 | 4 | 10 | 10 | 8 = 80% | 2 = 20% |
| Hotels | 1 | 0 | 0 | 4 | 0 = #DIV/0! | 0 = #DIV/0! |
| Houses converted to flats | 16 | 5 | 12 | 15 | 11 = 92% | 1 = 8% |
| Industrial | 34 | 15 | 21 | 20 | 18 = 86% | 3 = 14% |
| Licensed | 19 | 7 | 14 | 9 | 10 = 71% | 4 = 29% |
| Other | 62 | 44 | 40 | 52 | 11 = 28% | 29 = 73% |
| Sports Grounds etc | 4 | 2 | 4 | 0 | 2 = 50% | 2 = 50% |
| Other sleeping accommodation | 10 | 6 | 5 | 6 | 2 = 40% | 3 = 60% |
| Post box | 18 | 18 | 2 | 6 | 0 = 0% | 2 = 100% |
| Private Garage | 23 | 20 | 18 | 21 | 10 = 56% | 8 = 44% |
| Private shed/greenhouse | 17 | 14 | 20 | 34 | 2 = 10% | 18 = 90% |
| Public Buildings | 8 | 5 | 5 | 6 | 2 = 40% | 3 = 60% |
| Residential Care Homes | 5 | 0 | 2 | 2 | 2 = 100% | 0 = 0% |
| Road Vehicles | 1340 | 1255 | 405 | 452 | 70 = 17% | 335 = 83% |
| Schools | 8 | 7 | 4 | 6 | 3 = 75% | 1 = 25% |
| Sheltered Housing | 108 | 29 | 87 | 107 | 73 = 84% | 14 = 16% |
| Shops | 19 | 10 | 25 | 15 | 19 = 76% | 6 = 24% |
| Telephone Kiosks | 4 | 4 | 0 | 3 | 0 = #DIV/0! | 0 = #DIV/0! |

| Secondary Fires by Premises Use | | | | | | |
|------------------------------------|------|------|------|------|-------------|-------------|
| Bonfires | 214 | 167 | 134 | 147 | 30 = 22% | 104 = 78% |
| Chimney - Residential | 13 | 1 | 11 | 4 | 11 = 100% | 0 = 0% |
| Chimney - Non Residential | 0 | 0 | 0 | 0 | 0 = #DIV/0! | 0 = #DIV/0! |
| Derelict Vehicles | 125 | 118 | 22 | 28 | 2 = 9% | 20 = 91% |
| Grassland/Heathland | 411 | 352 | 218 | 361 | 23 = 11% | 195 = 89% |
| Intentional Stubble Burning | 4 | 4 | 3 | 4 | 1 = 33% | 2 = 67% |
| Refuse/Refuse Containers | 1691 | 1561 | 1057 | 1316 | 75 = 7% | 982 = 93% |
| Derelict Building/Under Demolition | 141 | 147 | 81 | 139 | 7 = 9% | 74 = 91% |
| Trees/Fences etc | 229 | 213 | 135 | 231 | 24 = 18% | 111 = 82% |

| | | | | | | |
|---------------------------------|----|---|----|----|----------|---------|
| Total Fire Deaths | | | 4 | 1 | 3 = 75% | 1 = 25% |
| Accidental Dwelling Fire Deaths | 3 | | 3 | 1 | | |
| Total Injuries exc PCU | 67 | 3 | 39 | 35 | 36 = 92% | 3 = 8% |
| Dwelling Fire Injuries exc PCU | 55 | 2 | 36 | 23 | 34 = 94% | 2 = 6% |

Wakefield Totals

| | Totals for current reporting period covering 6 months | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------|--------------------------|------------------------------------|------------|------------|
| | Targets | | Total for current period | Total during same period last year | Cause | |
| | Total occurrences | Deliberately caused | | | Accidental | Deliberate |
| Local Targets - Fire Authority strategic targets set using a performance baseline of 2001/02 (False alarm apparatus and malicious baseline of 2002/03) | | | | | | |
| Service Delivery Agreement (SDA) - National Targets set by ODPM using a baseline of 1998/99 for fire re | | | | | | |
| Primary Fires | 526 | 340 | 356 | 366 | 138 = 39% | 218 = 61% |
| Secondary Fires | 906 | 688 | 887 | 1080 | 66 = 7% | 821 = 93% |
| Total - All Fires | 1433 | 1028 | 1243 | 1446 | 204 = 16% | 1039 = 84% |
| False Alarm due to apparatus (commercial) | 533 | | 519 | 520 | | |
| False Alarm due to apparatus (domestic) | 79 | | 402 | 203 | | |
| False Alarm Good Intent | | | 342 | 380 | | |
| False Alarm Malicious | 84 | | 44 | 52 | | 44 |
| Fires Caused deliberately | | 1028 | 1039 | 1498 | | |
| Special Service Calls | | | 239 | 425 | | |
| Total emergency responses | 2509 | | 2789 | 3026 | | |

| Primary Fires by Premises Use | | | | | | |
|--------------------------------------|-----|-----|-----|-----|-------------|-------------|
| Agricultural | 5 | 3 | 3 | 3 | 2 = 67% | 1 = 33% |
| Commercial | 6 | 2 | 3 | 1 | 1 = 33% | 2 = 67% |
| Dwellings | 70 | 19 | 42 | 54 | 33 = 79% | 9 = 21% |
| Further Education | 0 | 0 | 0 | 2 | 0 = #DIV/0! | 0 = #DIV/0! |
| Hospitals | 2 | 1 | 2 | 1 | 1 = 50% | 1 = 50% |
| Hotels | 0 | 0 | 1 | 3 | 0 = 0% | 1 = 100% |
| Houses converted to flats | 3 | 1 | 2 | 1 | 2 = 100% | 0 = 0% |
| Industrial | 14 | 2 | 15 | 13 | 13 = 87% | 2 = 13% |
| Licensed | 6 | 2 | 3 | 5 | 2 = 67% | 1 = 33% |
| Other | 39 | 32 | 23 | 30 | 7 = 30% | 16 = 70% |
| Sports Grounds etc | 1 | 1 | 2 | 2 | 1 = 50% | 1 = 50% |
| Other sleeping accommodation | 3 | 3 | 6 | 8 | 1 = 17% | 5 = 83% |
| Post box | 3 | 3 | 1 | 3 | 0 = 0% | 1 = 100% |
| Private Garage | 11 | 9 | 9 | 10 | 4 = 44% | 5 = 56% |
| Private shed/greenhouse | 11 | 9 | 26 | 15 | 5 = 19% | 21 = 81% |
| Public Buildings | 3 | 2 | 2 | 3 | 1 = 50% | 1 = 50% |
| Residential Care Homes | 1 | 0 | 2 | 0 | 2 = 100% | 0 = 0% |
| Road Vehicles | 316 | 271 | 181 | 166 | 34 = 19% | 147 = 81% |
| Schools | 3 | 1 | 0 | 2 | 0 = #DIV/0! | 0 = #DIV/0! |
| Sheltered Housing | 41 | 9 | 28 | 39 | 26 = 93% | 2 = 7% |
| Shops | 9 | 3 | 5 | 5 | 3 = 60% | 2 = 40% |
| Telephone Kiosks | 0 | 0 | 0 | 0 | 0 = #DIV/0! | 0 = #DIV/0! |

| Secondary Fires by Premises Use | | | | | | |
|----------------------------------------|-----|-----|-----|-----|-------------|-------------|
| Bonfires | 67 | 52 | 115 | 102 | 11 = 10% | 104 = 90% |
| Chimney - Residential | 44 | 0 | 9 | 13 | 9 = 100% | 0 = 0% |
| Chimney - Non Residential | 0 | 0 | 0 | 1 | 0 = #DIV/0! | 0 = #DIV/0! |
| Derelict Vehicles | 23 | 19 | 16 | 14 | 1 = 6% | 15 = 94% |
| Grassland/Heathland | 261 | 193 | 151 | 298 | 9 = 6% | 142 = 94% |
| Intentional Stubble Burning | 16 | 14 | 10 | 25 | 0 = 0% | 10 = 100% |
| Refuse/Refuse Containers | 374 | 310 | 436 | 413 | 23 = 5% | 413 = 95% |
| Derelict Building/Under Demolition | 48 | 45 | 84 | 115 | 2 = 2% | 82 = 98% |
| Trees/Fences etc | 74 | 63 | 66 | 99 | 11 = 17% | 55 = 83% |

| | | | | | | |
|---------------------------------|----|---|----|----|-------------|-------------|
| Total Fire Deaths | | | 0 | 1 | 0 = #DIV/0! | 0 = #DIV/0! |
| Accidental Dwelling Fire Deaths | 0 | | 0 | 0 | | |
| Total Injuries exc PCU | 24 | 1 | 11 | 13 | 5 = 45% | 6 = 55% |
| Dwelling Fire Injuries exc PCU | 19 | 1 | 6 | 8 | 5 = 83% | 1 = 17% |

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MINUTES OF A MEETING HELD AT FIRE SERVICE HEADQUARTERS, BIRKENSHAW, ON FRIDAY 19 DECEMBER 2008

Present: Councillors P Booth (in the Chair); V Binney, A Castle, M Coulson, D Ginley, J Godward, T Hardwick, P M Harrand, D Hollingsworth, N Ikram, K Iqbal, M Jamil, G Kirkland, R Light (with the exception of agenda item nos. 17 – 19, Min nos. 58 – 60 refer), A McKenna, M Rafique, D Ridgway, B Smith and T Wallis

Apologies : Councillors S Armitage, D Gray and M Khan

42 CHAIRMAN'S ANNOUNCEMENTS

Deputy Chief Fire Officer Steve Beckley

The Chair introduced and welcomed Steve Beckley to the meeting. Mr Beckley was due to take up the post of Deputy Chief Fire Officer with effect from 1 January 2009.

Standards independent members

The Chair welcomed to the meeting both Mr Mike Wilkinson, independent chair of the Authority's Standards Committee, and Mr Anwar Ahmed, independent member of the Authority's Standards Committee.

Former CFO Phil Toase

The Chair took the opportunity to advise Members and to congratulate Phil Toase in respect of his appointment as Deputy Lord Lieutenant of West Yorkshire.

Lord and Deputy Lord Mayor of Bradford

The Chair congratulated Councillor John Godward on his forthcoming appointment as Lord Mayor of Bradford for 2009 / 10 and Councilor Ikram upon her appointment as his Deputy.

Andrew Devonport

Members were advised of the 6-month posting of Andrew Devonport, West Yorkshire Fire and Rescue Service employee, to Iraq with the Royal Navy. The Chair reported that a letter had been sent to Mr Devonport on behalf of Members wishing him a safe return.

43 ADMISSION OF THE PUBLIC

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

44 URGENT ITEMS

None.

45 DECLARATIONS OF INTEREST

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

46 MINUTES OF THE LAST MEETING

RESOLVED

That the Minutes of the last meeting held on 5 September 2008 be signed as a correct record.

47 MINUTES OF THE PERSONNEL AND TRAINING COMMITTEE

RESOLVED

That the Minutes of the Personnel and Training Committee at meetings held on 26 September and 5 December 2008 be received.

48 MINUTES OF THE FINANCE AND RESOURCES COMMITTEE

RESOLVED

- (i) That the Minutes of the Finance and Resources Committee at a meeting held on 17 October 2008 be received; and
- (ii) That, in respect of Min no. 19 (Quarterly Financial Review), it be noted that a response had been received and all outstanding invoices had subsequently been paid by CLG.

49 MINUTES OF THE AUDIT COMMITTEE

RESOLVED

That the Minutes of the Audit Committee at meetings held on 19 September and 31 October 2008 be received.

50 MINUTES OF THE EXECUTIVE COMMITTEE

RESOLVED

That the Minutes of the Executive Committee at meetings held on 12 September, 1 October, 9 October and 20 October 2008 be received.

51 MINUTES OF THE STANDARDS COMMITTEE

RESOLVED

That the Minutes of the Standards Committee at a meeting held on 31 October 2008 be received.

52 LOCAL GOVERNMENT ASSOCIATION – MINUTES

RESOLVED

- (i) That the Minutes of the Safer Communities Board at meetings on 14 July and 10 November 2008 be received;
- (ii) That the Minutes of the Fire Services Management Committee at meetings held on 5 September and 24 November 2008 be received; and
- (iii) That the Minutes of the Fire Services Forum at a meeting held on 10 October 2008 be received.

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

RESOLVED

- (i) That the Minutes of a meeting held on 2 October 2008 be received; and
- (ii) That the Notes of a meeting of the Chair's Working Group be forwarded to all Members for information.

54 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 2008 – 31 October 2008.

Members were keen to note the position of West Yorkshire when compared to other Metropolitan Authorities in respect of cost of service per head of population.

Some concern was expressed at the published ongoing efficiency savings of £8m. It was reported that this figure did not reflect the £5m one-off savings which had already been made but which did not theoretically fit into this specific Audit Commission category.

Members further commented upon the following issues;

- Upturn in vehicle fires
- Recruitment from the BME community and of female firefighters
- Targeting of anti-social behaviour and activity

RESOLVED

- (i) That the report be noted;
- (ii) That greater publicity be given to the £13m efficiency savings accrued by the Authority;
- (iii) That officers work closely with a small group of Members in respect of reaching out to BME communities and attracting them to the work of the Fire Service; and
- (iv) That a report be submitted to a future meeting of the Personnel and Training Committee detailing how practices within the Authority have changed with increased BME and female recruitment in terms of, for example, procurement and the provision of equipment.

55 YORKSHIRE AND HUMBERSIDE REGIONAL CONTROL CENTRE – ESTABLISHMENT OF COMPANY

Consideration was given to a report of the Director of Corporate Resources which advised of the formal incorporation of the Yorkshire and Humberside Fire and Rescue Centre Limited.

RESOLVED

That the incorporation of the Yorkshire and Humberside Fire and Rescue Control Centre Local Authority Owned Company on 10 November 2008 be noted.

56 MODEL CODE OF CONDUCT – CONSULTATION

The Director of Corporate Resources submitted a report which invited Members to consider the recommendations of the Authority's Standards Committee and determine a response to the Government consultation on proposed changes to the Code of Conduct for Local Authority Members and the introduction of a statutory code for employees.

RESOLVED

- (i) That the recommendations of the Standards Committee be supported;
- (ii) That a register of interests be introduced for Chief Officers, Directors and the Chief Finance Officer;
- (iii) That the register at (ii) above be not made publicly available in advance of any statutory scheme which may become applicable; and
- (iv) That, as a point of principle and policy, no addresses or information which could lead to identification of the residence(s) of Officers listed at (ii) above, be put into the public domain by the West Yorkshire Fire and Rescue Authority.

57 CHANGES TO INVESTMENT POLICY

Consideration was given to a report of the Chief Finance Officer which sought approval to amend the current Treasury Management Policy and increase the amount the Authority could invest in the Government Debt Management organisation (DMO).

Members were advised that the DMO, whilst offering lower interest rates, did offer the most security. It was reported that the existing investment strategy limited the amount that could be invested in the DMO to £1.5m.

RESOLVED

That the limit for investment in the Government Debt Management Organisation be increased to £5m.

58 MEMBER CHAMPIONS 2008 / 9 – UPDATE

The Director of Corporate Resources submitted a report which provided an update and summary of involvement of the Member Champions as follows;

| | |
|---------------------------|--------------------------------|
| Equality and Fairness | Councillor David Hollingsworth |
| Learning and Development | Councillor Naveeda Ikram |
| E-champion | Councillor Bryan Smith |
| Best Value | Councillor Khizar Iqbal |
| Performance & Improvement | Councillor Mehboob Khan |
| Risk Management | Councillor Philip Booth |
| Environment | Councillor Tracey Hardwick |

RESOLVED

That the report be noted.

59 FIRE SAFETY ACTIVITY REPORT

The Director of Fire Safety and Community Relations presented a report which informed Members of activities within the Fire Safety Group and statistics for the period 1 April – 30 September 2008.

Members were pleased to see the good results for recent prosecutions and were advised of the outcome of a Court hearing the previous day which had resulted in a £31,000 fine and £10,000 costs awarded against the owners of Barkerend Mill.

RESOLVED

That the report be noted.

60 SAFETY CENTRAL UPDATE – PRESENTATION

Members received information about progress with the Safety Central project which was due to open in September 2009.

Chair