



# Minutes

## Full Authority

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Date: 17 October 2014

Time: 10.30 a.m.

Venue: Fire and Rescue Service Headquarters, Birkenshaw

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Present: Councillors T Austin (in the chair), K Akthar, C Burke, J Cummins, J Dodds, R Grahame, T Hanley, A Hussain, H Middleton, C Pillai, K Renshaw, M Shaw, B Smith, A Stubley, G Thornton, C Townsley, A Wallis and G Wilkinson

In Attendance: None

Apologies: Councillors P Harrand, L Holmes, J Hughes and A Taylor

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### **23 Chair's announcements**

The Chair took the opportunity to remind Members of the Audit training session which would be held at 1.00 pm in the Lecture Theatre. This was open to all Members of the Authority to attend.

### **24 Admission of the public**

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

### **25 Urgent item – Industrial Action update**

The Chief Fire Officer took the opportunity to advise Members of the current position with regard to the industrial action which had not changed since his last report. The Fire Brigades' Union representatives continued to participate in discussions with Government in an attempt to agree a final pension offer.

It was further reported that Unison had also cancelled the planned day of action for Green Book employees on 14 October.

## **26 Declarations of interest**

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

## **27 Minutes of the last meeting**

### **RESOLVED**

That the Minutes of the Authority at a meeting held on 30 July 2014 be signed by the Chair as a correct record.

## **28 Minutes of the Executive Committee**

### **RESOLVED**

- a) That the Minutes of the Executive Committee at meetings held on 30 July and 26 September be received; and
- b) That detail of the Ministerial announcement and outcome of the bid to the Transformational Fund in respect of plans for the site at Weetwood be reported to Members immediately upon receipt.

## **29 Minutes of the Human Resources Committee**

### **RESOLVED**

That the Minutes of the Human Resources Committee at a meeting held on 5 September 2014 be received.

## **30 Minutes of the Finance and Resources Committee**

### **RESOLVED**

- a) That the Minutes of the Finance and Resources Committee at a meeting held on 12 September 2014 be received; and
- b) That it be noted that the "go live" date for the New Control Centre would be during the week commencing 10 November 2014.

## **31 Minutes of the Audit Committee**

### **RESOLVED**

That the Minutes of the Audit Committee at a meeting held on 19 September 2014 be received.

## **32 Minutes of the Community Safety Committee**

### **RESOLVED**

That the Minutes of the Community Safety Committee at a meeting held on 26 September 2014 be received.

### **33 Minutes of the Local Government Association**

Members were advised that a decision had been taken by the Chair, in consultation with officers, not to include the Minutes of the Local Government Association Safer and Stronger Communities Board on future Fire Authority agendas. They would in future be circulated by email to Members for information purposes.

#### **RESOLVED**

- a) That the Minutes of Fire Commission at a meeting held on 13 June 2014 be noted; and
- b) That the Minutes of the Fire Services Management Committee held on 18 July 2014 be noted.

### **34 Minutes of the West Yorkshire Police Crime Commissioner's Partnership Executive Group**

#### **RESOLVED**

That the Minutes of the West Yorkshire Police Crime Commissioner's Partnership Executive Group at a meeting held on 5 September 2014 be noted.

### **35 Performance Management Report**

Consideration was given to a report of the Chief Legal and Governance Officer which advised of the Authority's performance against key performance indicators for the period 1 April to 31 August 2014.

The report format had been revised at the suggestion of Members. The new format allowed improved comparison with previous years' figures and easier examination of trend lines combined with the reporting of new indicators which would replace over a two-year period those previously used. It also included new elements of reporting and no longer included the Service Plan Action Plan which was to be the subject of a separate report (Min no. 36 refers).

Members commented on the following issues;

- Number of operational risk visits completed (below trend line) – Members were advised that this had occurred both as a result of the prioritisation of on-station resources combined with a small problem with the technology which had since been resolved. Officers were confident, however, that the target would be reached by the end of the year
- Fire deaths and partnership working – it was reported that a report on safeguarding would be submitted to the December 2014 Community Safety Committee
- Need to ensure the adequate fitting of smoke alarms in Houses in Multiple Occupation (HMO's)

Members received a verbal update about the large fire at the Majestyk nightclub in Leeds on 30 September 2014.

#### **RESOLVED**

- a) That the report be noted;
- b) That, with a view to offering assistance, Members be provided with detail of the preventative / outreach activity taking place in their own Wards; and

- c) That the teams involved in the Majestyk incident in Leeds be congratulated for their sterling efforts and success in saving a large part of the fabric of the building.

### **36 Service Plan Action Plan 2014 – 15**

Members received a report on progress against the Service Plan Action Plan 2014 – 15 which had been approved at the 21 February 2014 meeting.

It was reported that all the objectives were progressing on target and in budget.

#### **RESOLVED**

That the report be noted.

### **37 Authority Constitution - review**

The Chief Legal and Governance Officer invited Members to consider proposed amendments to the Constitution as recommended by Members of the Executive Committee in respect of the inclusion of a scrutiny role for Members.

Following a fundamental review of the current decision making processes as approved at the 30 July 2014 meeting of the Authority, the Executive Committee had considered a number of options at a meeting held on 26 September 2014.

It was resolved at that meeting that the Authority be recommended to approve the amendment of the Terms of Reference for the Executive Committee to facilitate a formal scrutiny / review procedure and the establishment of task and finish groups as appropriate. It was further recommended that the Committee should have the ability to co-opt or appoint non-voting members, assessor, advisors and consultants as necessary.

#### **RESOLVED**

That the Authority's Constitution be amended and the Terms of Reference for the Executive Committee be extended to include the following provisions;

- To undertake effective scrutiny of Authority / Fire & Rescue Service functions and activities
- To undertake directly, or by means of the appointment of Member-led task and finish groups, in any year such scrutiny reviews as the committee determines are appropriate
- The committee or any task and finish group will conduct robust reviews and challenges adopting an evidence-based approach identifying areas of priority for scrutiny, identifying any areas of performance delivery concern with a view to producing specific recommendations for further consideration and / or action by Officers or for consideration by the Authority or a relevant committee
- To receive, monitor and scrutinise performance information including IRMP progress and overall service delivery performance standards including the effectiveness of any policies and procedures
- The committee may carry out its scrutiny / review functions in such a manner it deems appropriate including the appointment to the Committee of non-voting members, assessors, advisers and external consultants and / or by Member-lead task and finish groups

### **38 Fire Leadership Academy – Member attendance**

Members considered a report of the Chief Legal and Governance Officer which sought approval for the attendance of two Members on a fully-funded, Local Government Association Fire Leadership Academy programme on 3 – 4 February 2015.

It was reported that, whilst the programme and accommodation were fully funded on this occasion, travel and subsistence expenses and any pre-night accommodation would be paid for by this Authority. Such expenses would be met from within existing revenue budgetary provision.

## **RESOLVED**

- a) That approval be given to the attendance of two Members at the Fire Leadership Academy programme to be held on 3 – 4 February 2015; and
- b) That Group Leaders be circulated with information about the programme and be requested to make nominations in respect of a) above.

## **39 Revised Proposals for the Integrated Risk Management Plan**

Consideration was given to a report of the Director of Strategic Development which sought approval for revised proposals for emergency cover in Rawdon and Otley. Members were also advised of the progress made with regard to the identification of a suitable site for the new fire station to replace Shipley and Idle.

It was reported that the original plans for Rawdon and Otley (construction of new station in Menston area to replace Rawdon Fire Station and the closure of Otley) had not been possible to implement due to the availability of suitable land. The revised proposal would deliver similar efficiency savings and would match the original plans in terms of service delivery standards. A number of options had been considered as detailed in the report now submitted with the final proposed revisions as follows;

- Retention of Rawdon Fire Station with change to duty system from Wholetime Shift to Wholetime Day Crewed
- Keep Otley Fire Station open with a Retained Duty System crew of firefighters

With respect to the approved Idle and Shipley merger, Members were advised that, following the examination of a number of alternative sites coupled with a range of Integrated Risk Management Plan (IRMP) initiatives in the area which had resulted in the reduction in risk and demand, a potential site had been identified on Valley Road, Bradford which would provide emergency cover very similar to the original December 2012 proposal.

Members were advised that the approved Communication and Engagement Strategy required consultation on changes which would be likely to have a material impact on service delivery standards. However, in both instances currently reported the impact on service delivery would not be greatly affected and further public consultation on the revisions was not deemed necessary.

Detail of the financial implications associated with the Menston and Shipley / Idle proposals were included in the report now submitted and were broadly similar to the original plans.

## **RESOLVED**

- a) That the revision of the Integrated Risk Management Plan for Otley and Rawdon fire stations be approved as detailed in the report now submitted; and
- b) That Members note the identification of a suitable site for the new fire station to replace Shipley and Idle on Valley Road, Bradford.

## **40 Living Wage Accreditation**

The Director of Service Support submitted a report which sought approval for an application to be made for the Living Wage accreditation as a demonstration of the Authority's commitment to being an ethical employer.

Members were advised that introduction of the Living Wage criteria would be done on a phased basis so that all contractors could be captured as contracts expired and were let or renewed. Currently the lowest paid Authority workers received £7.71 per hour as compared to the Living Wage of £7.65. The net cost to the Authority in terms of making the application would be £400 per annum.

In response to a Member's query, it was reported that the European Union legislation did not permit the Authority to insist that contractors pay the Living Wage as a minimum. It would, however, be included as one of the performance criteria when contracts were put out to tender in future.

### **RESOLVED**

That approval be given for the West Yorkshire Fire and Rescue Authority to apply for the Living Wage Accreditation.

## **41 Statement of Assurance 2013 / 14**

Members considered a joint report of the Director of Strategic Development and the Chief Legal and Governance Officer which sought approval for the Statement of Assurance 2013 / 14 as a valid assessment of West Yorkshire Fire and Rescue Authority's performance.

The Statement, a requirement of the revised National Framework, was statutorily required to be signed off and published in the current financial year.

### **RESOLVED**

That the West Yorkshire Fire and Rescue Authority Statement of Assurance 2013 / 14 be approved for publication.

Chair