



Minutes

Full Authority

Date: 20 February 2015

Time: 10.30 a.m.

Venue: Fire and Rescue Service Headquarters, Birkenshaw

Present: Councillor J Hughes (in the chair), Akthar, Austin, Cummins, Dodds, Harrand, Holmes, Hussain, Middleton, Pillai, Renshaw, Shaw, Smith, Taylor, Thornton, Townsley, Wallis and Wilkinson

In Attendance: None

Apologies: Councillors C Burke and R Grahame

60 Membership of the Authority and appointments to Committees 2014 - 15

The Chief Legal and Governance Officer submitted a report which advised of a change in membership of the Fire Authority in respect of representation from Leeds City Council as follows;

- Councillor Jonathan Pryor (Labour) to replace Councillor Ted Hanley (Labour)

The change in membership took effect at midnight on Sunday 15 February 2015. Members were asked to confirm appointments to the relevant committees in respect of the vacancy following the resignation of Councillor Ted Hanley.

RESOLVED

- a) That the change in membership of the Authority be noted; and
- b) That Councillor Jonathan Pryor be appointed to the following Committees for the remainder of 2014 – 15

Human Resources Committee
Community Safety Committee

61 Admission of the public

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

62 Urgent items

None.

63 Declarations of interest

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

64 Minutes of the last meeting

RESOLVED

That the Minutes of the Authority at a meeting held on 19 December 2014 be signed by the Chair as a correct record.

65 Minutes of the Human Resources Committee

RESOLVED

That the Minutes of the Human Resources Committee at a meeting held on 23 January 2015 be received.

66 Minutes of the Finance and Resources Committee

RESOLVED

That the Minutes of the Finance and Resources Committee at a meeting held on 30 January 2015 be received.

67 Minutes of the Audit Committee

RESOLVED

That the Minutes of the Audit Committee at a meeting held on 6 February 2015 be received.

68 Minutes of the Community Safety Committee

RESOLVED

That the Minutes of the Community Safety Committee at a meeting held on 13 February 2015 be received.

69 Minutes of the Local Government Association

RESOLVED

That the Minutes of the Fire Service Management Committee at a meeting held on 12 December 2014 be noted.

70 Minutes of the West Yorkshire Police and Crime Commissioner's Partnership Executive Group

RESOLVED

- a) That the Minutes of the West Yorkshire Police and Crime Commissioner's Partnership Executive Group (WYPCCPEG) at a meeting held on 5 September be noted;
- b) That the Minutes of the West Yorkshire Police and Crime Commissioner's Partnership Executive Group at a meeting held on 5 December 2014 be noted; and
- c) That Members' concern at the delay in publication of the Minutes from the WYPCCPEG be conveyed to the Police and Crime Commissioner's office.

71 Establishment and appointments to the Local Pension Board

Consideration was given to a report of the Chief Legal and Governance Officer which sought to formally establish the Local Pension Board for the West Yorkshire Fire and Rescue Authority.

Members of the Human Resources Committee had made recommendations about the constitution and Terms of Reference for the Board but, since that date of that meeting, further information had been received from Communities and Local Government and a revised Terms of Reference was attached to the report now submitted for consideration and approval.

The Authority was statutorily required to have a Local Pension Board in place by 1 April 2015.

RESOLVED

- a) That the recommendation from the Human Resources Committee about the constitution of the Local Pension Board be amended and that the West Yorkshire Fire and Rescue Authority Local Pension Board be established with effect from 1 April 2015 and comprise;
 - 2 x employee-side representatives
 - 2 x employer-side representatives (elected Members)
 - Non-voting Officer adviser(s) as appropriate
- b) That the Terms of Reference for the Local Pension Board, as amended in respect of a) above, (attached at Annex A to the report now submitted), be approved for inclusion in the Authority's Constitution document; and
- c) That the employer-side representatives for the municipal year 2014 - 15 be Councillors Gill Thornton and Peter Harrand.

72 Programme of Meetings 2015 / 2016

The Chief Legal and Governance Officer submitted a report which sought approval for the programme of meetings for 2015 / 2016.

RESOLVED

That the programme of meetings 2015 / 2016 be approved as follows;

| FRIDAY HUMAN RESOURCES COMMITTEE | FRIDAY FINANCE & RESOURCES COMMITTEE | FRIDAY AUDIT COMMITTEE | FRIDAY COMMUNITY SAFETY COMMITTEE | FRIDAY AUTHORITY |
|---|---|---|--|-----------------------|
| 10 July 2015 | 17 July 2015 | (25.6.15) | 24 July 2015 | 11 Sept 2015 |
| 25 Sept 2015 | 23 Oct 2015 | 18 Sept 2015 | 30 Oct 2015 | 18 Dec 2015 |
| 4 Dec 2015 | 29 Jan 2016 | 5 Feb 2016 | 22 Jan 2016 | 19 Feb 2016 |
| 26 Feb 2016 | 22 April 2016 | 15 April 2016 23 June 2016 (Thursday) | 8 April 2016 | 24 June 2016 (AGM) |

**The Local Pension Board to meet on a six-monthly basis in July and January at the convenience of the Board's membership*

73 Service Plan 2015 – 2020 and Action Plan 2015 – 2016

Members considered a report submitted jointly by the Deputy Chief Fire Officer and the Chief Legal and Governance Officer which sought approval for the publication of the Service Plan 2015 – 2020 and Action Plan 2015 – 2016.

The Plan outlined the ambition, aim, priorities and objectives of the Authority with an action plan produced on an annual basis. Members were advised that, once approved, the Service Plan 2015 – 2020 would be available electronically for the first time (as demonstrated to Members at the December 2014 meeting) with fully interactive animation. A summary would be available in hard copy at all fire stations and other West Yorkshire Fire and Rescue premises.

The Action Plan for 2015 – 16 incorporated actions from the Integrated Risk Management Plan (IRMP) and associated service delivery actions and had been included as an annex to the report now submitted.

RESOLVED

- a) That approval be given to the publication of the Service Plan 2015 – 2020;
- b) That the Service Plan Action Plan 2015 – 16 be approved; and

- c) That, in response to a disappointingly low response from external consultees, the constituent Councils and the West Yorkshire Police and Crime Commissioner's Partnership Executive Group be formally requested to include the annual Service Plan Action Plan on an appropriate agenda.

74 Pay Policy Statement 2015 – 2016

In accordance with the provisions of the Localism Act 2011, Members considered a report of the Director of Service Support which sought approval for the Authority's Pay Policy Statement 2015 – 16.

RESOLVED

That the Pay Policy Statement 2015 – 2016 be approved.

75 Treasury Management Strategy 2015 – 2016

The Chief Finance and Procurement Officer submitted a report which sought approval for the Treasury Management Strategy 2015 – 2016 including the investment and borrowing strategies, the provision for debt repayment and treasury management indicators and as required by the Department of Communities and Local Government and the CIPFA Code of Practice.

It was reported that the following proposed changes had been made to the 2014 – 2015 Strategy;

- Increase in investment period to 364 days (to give greater flexibility)
- Increase in level of approved investment in money market funds to an overall £24m (£6m per fund)

Members were advised that the Strategy had been recommended for approval by the Authority's Finance and Resources Committee.

A concern was raised by Councillor Holmes about the proposed increase to the investment period given that it had been confirmed at the Finance and Resources Committee that this facility was very unlikely to be used.

RESOLVED

- a) That the investment strategy detailed at section 2.3 and Appendix A be approved;
- b) That approval be given to the the borrowing strategy outlined in section 2.4 of the report;
- c) That the policy for the provision of repayment of debt be approved as outlined in Appendix C of the report; and
- d) That the treasury management indicators (Appendix D) be approved.

76 Draft Capital Investment Plan, Draft Revenue Budget and Medium Term Financial Plan

Members considered a joint report of the Chief Fire Officer / Chief Executive, the Chief Finance and Procurement Officer and the Chief Legal and Governance Officer which presented detail of the proposed draft revenue budget for 2015 – 2016 together with the four-year medium term financial plan and capital programme. The report also provided a Positive Assurance Statement in respect of the robustness of budget estimates and the adequacy of reserves and balances as required by the Local Government Act 2003.

The report covered the following main issues;

- 5-year capital investment plan totalling £35.39m
- Prudential indicators to demonstrate the capital plan was affordable and sustainable
- A standstill budget of £85.493m
- The Local Government finance settlement showing total income of £45.809m – a reduction of £4.6m from 2014 – 15
- Details of the council tax base of the five District Councils
- Proposed savings of £4.034m to deliver a balanced budget, and
- Options for the 2015 – 16 precept

Councillor Hughes proposed that the precept be increased by 1.99% in 2015 – 16. The proposal was seconded by Councillor Smith.

Councillor Harrand moved an amendment to the proposal. The amendment was seconded by Councillor Townsley and recommended a precept freeze.

A recorded vote on the amendment was requested by Councillor Harrand when the following results were recorded;

Councillors P Harrand, L Holmes, Middleton, Pillai, Shaw, Taylor, Townsley and Wilkinson voted in favour of the amendment.

Councillors Akthar, Austin, Cummins, Dodds, Jughes, Hussain, Renshaw, Smith, Thornton and Wallis voted against the amendment.

The amendment was declared lost and it was,

RESOLVED

- a) That approval be given to the Prudential Indicators in respect of;
 1. the capital financing requirement as set out in the table at paragraph 3.2;
 2. the level of External Debt also set out in paragraph 3.2;
 3. the Authorised limit for external debt as set out in paragraph 3.4.1; and
 4. the Operational Boundary for external debt also set out in paragraph 3.4.1
- b) Having considered the recommendations of the Chief Fire Officer / Chief Executive and the Chief Finance and Procurement Officer on service delivery and related budget requirements and, having taken account of the views of the consultees and acting in accordance with the requirements of the Local Government Finance Act 1992 (as amended) (“the Act”) and, having approved a capital expenditure programme for the financial year 2015 / 2016 of £15.686m and, having calculated its basic amount of council tax for the year by dividing its council tax requirement by its council tax bases, which the Authority notes have been determined by the District Councils, are as follows for the financial year 2015 / 2016.

| Tax Base | 2015 / 2016 |
|-----------------|--------------------|
| Bradford | 130,280.00 |
| Calderdale | 58,325.71 |
| Kirklees | 111,253.37 |
| Leeds | 213,814.70 |
| Wakefield | 91,676.00 |

c) The Authority calculates its council tax requirements under Sections 40 to 47 of the Act for the financial year 2015 / 2016 as the aggregate of the following;

1. The Authority calculates the aggregate of (A)

- £81,862,000 The expenditure the Authority estimates it will incur in the year in performing its functions and will charge to the revenue account for the year in accordance with proper practices.
- £0,0 The allowance as the Authority estimates will be appropriate for contingencies in relation to amounts to be charged or credited to the revenue account for the year in accordance with proper practice.
- £289,000 The financial reserves which the Authority estimates it will be appropriate to raise in-year for meeting estimated future expenditure
- £0,0 Financial reserves as are sufficient to meet so much of the amount estimated by the Authority to be a revenue account deficit for any earlier financial year as has not been provided for.

2. The Authority calculates the aggregate of (B)

- £46,712,593 The income which it estimates that will accrue to it in the year and which it will credit to a revenue account for the year in accordance with proper practices other than income which it estimates will accrue to it in respect of any precept issued by it to be.
- £0,0 The amount of financial reserves which the Authority estimates that it will use in order to provide for the items mentioned.

3. Council Tax Requirement

- £35,438,407

The aggregate calculated under subsection 42a(2) (aggregate of A) of the Act exceeds the amount calculated under subsection 42s(3) (aggregate of B) which is calculated to be the council tax requirement for the year.

4. Basic amount of council tax

- £58.54

The Authority calculates its basic amount of council tax by dividing the council tax requirement by the council tax base. The council tax requirement is £0,0 and the council tax base is £0,0 which is equal to £0,0 at Band D. This calculation meets the requirement under S42B of the Act.

d) The Authority calculates the Council Tax sums pursuant to Section 47 of the Act as follows:

| | |
|--------|--------|
| Band A | 39.03 |
| Band B | 45.53 |
| Band C | 52.04 |
| Band D | 58.54 |
| Band E | 71.55 |
| Band F | 84.56 |
| Band G | 97.57 |
| Band H | 117.08 |

e) The Authority calculates the resultant precept amounts payable by each constituent District Council pursuant to Section 48 of the Act as follows:

| | |
|------------|--------------|
| Bradford | £ 7,626,856 |
| Calderdale | £ 3,414,506 |
| Kirklees | £ 6,512,999 |
| Leeds | £ 12,517,147 |
| Wakefield | £ 5,366,899 |
| | £ 35,438,407 |

- f) That the precept for each constituent District Council, as calculated and set out at e) above, be issued to them pursuant to Section 40 of the Act.

77 National Operational Guidance Programme (NOGP)

Consideration was given to a report of the Director of Service Delivery which provided information regarding the National Operational Guidance Programme (NOGP) and sought approval for proposed expenditure of £25k per annum to contribute towards its continued funding.

NOGP aimed to replace existing operational doctrine in a structured manner through a partnership approach which would remove outdated guidance, duplication and conflict between policy areas whilst supporting interoperability between Brigades.

Part 1 of the programme had been completed with funding from the London Fire and Emergency Planning Authority and it was proposed that Part 2 would be funded by a £1m grant from Communities and Local Government with financial support from each national Fire and Rescue Authority on a population-driven scale. West Yorkshire Fire and Rescue Authority would be required to contribute £25k per annum over the 3-year life span of the programme. Members were advised that this level of funding would be met from within existing budgetary provision.

RESOLVED

That the proposed expenditure of £25k p.a. be approved to provide funding for Part 2 of the National Operational Guidance Programme.

78 Performance Management Report

Members received 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 December 2014.

Members commented on the following issues;

- progress with reducing attacks on firefighters / violence at work
- recent chip pan fires
- operational risk visits (ORV) performance and reducing targets
- trends related to incidents of arson

RESOLVED

That the report be noted.

79 Service Plan - Action Plan 2014 – 15 update

The Chief Legal and Governance Officer submitted a report which updated Members of the progress on the Service Plan Action Plan 2014 – 15.

RESOLVED

That progress on the Service Plan Action Plan 2014 – 15 be noted.