

# WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

## MINUTES OF THE ANNUAL GENERAL MEETING HELD AT FIRE AND RESCUE SERVICE HEADQUARTERS, BIRKENSHAW, ON FRIDAY 29 JUNE 2012

Present: Councillors M Khan (in the chair), Cllr T Austin, J Dodds, R Grahame, S Hamilton, J Hughes, A Hussain, K Renshaw, B Selby, B Smith, G Thornton, A Wainwright, A Wallis, V Binney, P Harrand, L Holmes, A Taylor, G Wilkinson, C Burke, D Gray, C Townsley.

Apologies: Councillor P Wardhaugh

### 1 APPOINTMENT OF CHAIR

#### RESOLVED

That Councillor Mehboob Khan (Labour) be appointed Chair of the Authority for the 2012/2013 year / until the next AGM.

### 2 APPOINTMENT OF VICE-CHAIR

#### RESOLVED

That Councillor Judith Hughes (Labour) be appointed Vice-Chair of the Authority for the 2012/2013 year / until the next AGM.

### 3 MEMBERSHIP OF THE AUTHORITY

The Director of Corporate Resources submitted a report detailing the Membership of the Authority for 2012/2013 as notified by District Councils.

Bradford Councillor Alan Wainwright (Labour), replacing Councillor I Khan (Labour) who replaced Councillor Russell Brown (Conservative).  
(Note: both changes on 29/6/2012).  
Councillor David Gray (Liberal Democrat), replacing Councillor John Cole (Liberal Democrat).

Calderdale Councillor Peter Wardhaugh (Liberal Democrat), replacing Councillor Christine Bampton-Smith (Liberal Democrat).

Leeds Councillor Brian Selby (Labour), replacing Councillor John Illingworth (Labour).  
Councillor Karen Renshaw (Labour), replacing Councillor

Andrea McKenna (Labour).  
Councillor Gerald Wilkinson (Conservative), replacing Councillor Ann Castle (Conservative).

Kirklees Councillor Lisa Holmes (Conservative), replacing Councillor David Hall (Conservative).  
Councillor Cahal Burke (Liberal Democrat), replacing Councillor David Ridgway (Liberal Democrat).

Wakefield Councillor Angela Taylor (Conservative), replacing Councillor David Hopkins (Labour).

With effect from 29 June 2012 the political composition of the Authority is; Labour 13; Conservative 5 and Liberal Democrat 4.

## **RESOLVED**

That the report be noted.

## **4 CHAIRMAN'S ANNOUNCEMENTS**

### New Members

The Chair welcomed the new and returning Members both to the meeting and to the Authority and, in their absence, thanked those retiring Members for their commitment over previous years.

### Queen's Fire Service Medal

Members were advised that DCFO Steve Beckley had received the Queens Fire Service Medal (QFSM) in the birthday honours list in recognition of the work he had done with the West Yorkshire Fire and Rescue Service.

## **5 ADMISSION OF THE PUBLIC**

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

## **6 URGENT ITEMS**

None.

## **7 DECLARATIONS OF INTEREST**

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

## 8 AUTHORITY CONSTITUTION – REVIEW

The Director of Corporate Resources submitted a report which invited Members to review the Constitution.

This report sets out proposals from the Monitoring Officer for amendments to the Authority Constitution pursuant to the annual review process. Major proposals are made in relation to arrangements for dealing with Standards issues. Other significant proposals include proposed changes to the recording of member votes and increases in the contract procurement tender award thresholds. A number of consequential corrective and “tidy up” amendments are also proposed.

### RESOLVED

That the changes to the Constitution detailed in the report be approved (and as amended at the meeting regarding the notification of complaints about members).

## 9 COMMITTEE MEMBERSHIPS AND APPOINTMENTS

The allocation of Committee seats between the political groups be as follows;

### Ordinary Seats 45

Labour	27
Conservative	10
Liberal Democrat	8

That the appointments to the position of Chairs and Vice-Chairs of the respective Committees be as follows;

Committee	Chair	Vice-Chair
Executive	Councillor M Khan	Councillor J Hughes
Audit	B Selby	D Gray
Finance & Resources	B Smith	A Hussain
Human Resources	G Thornton	C Townsley
Community Safety	T Austin	C Burke

### RESOLVED

That the report be noted and the revised Committee allocations and appointments to Committees be approved; and

That the appointments to the membership of Committees and their Briefing Groups be as detailed at Annex A to these Minutes.

**10 NOMINATION OF MEMBERS TO ANSWER QUESTIONS AT MEETINGS OF CONSTITUENT AUTHORITIES; AND**

**NOMINATION OF DISTRICT COMMUNITY SAFETY LEAD REPRESENTATIVES 2012/2013.**

**RESOLVED**

That the Members be nominated as required by the Local Government Act 1985 to answer questions within their individual Councils on the discharge of functions etc. by this Authority and present as District Community Safety Lead Representatives as follows:

Bradford	Councillor G Thornton
Calderdale	Councillor B Smith
Kirklees	Councillor M Khan
Leeds	Councillor B Selby
Wakefield	Councillor T Austin

**11 REPRESENTATION ON OUTSIDE BODIES 2012/2013**

Members considered the appointment of representatives to serve on the Local Government Group and other outside bodies for the year 2012/13.

**RESOLVED**

- (i) That the following appointments be made for 2012/13;

Local Government Group

- |     |                   |  |
|-----|-------------------|--|
| (a) | General Assembly  | Chair of the Authority<br>Councillors J Hughes, T Austin and P Harrand, or their nominees; |
| (b) | Fire Commission   | Chair and Vice Chair of the Authority<br>Councillor P Harrand; or their nominees           |
| (c) | Urban Commission* | Chair of the Authority<br>Councillor G Thornton; or their nominees                         |

\* Representatives only attend the LGG Urban Commission when matters of direct relevance to Fire and Rescue Service affairs are scheduled for discussion – this is rare.

Local Government Yorkshire and Humber (full membership)	-	Chair of the Authority
Local Government Yorkshire and Humber (Employers Committee)	-	Chair of the Authority
Local Government Yorkshire and Humber (Cohesion Group)	-	Councillor G Thornton
Yorkshire Purchasing Organisation Management Committee	-	Councillor A Wallis
Safer Communities Strategy Group	-	Councillor G Thornton
Fire Authorities Improvement Group (FIG)	-	Chair of the Authority
Association of Metropolitan Fire Authorities (AMFRA)	-	Chair and Vice Chair of the Authority (or their nominees)

- (ii) that travel and subsistence expenses related to the appointment (as appropriate) of a balancing member on the LGG Fire Commission continue to be index linked and set by the Chief Finance Officer.

## **12 APPOINTMENT OF INDEPENDENT PERSON**

The Director of Corporate Resources submitted a report to seek approval to the appointment of an "Independent Person" as required under the Localism Act 2011. The report recommended that Mr Wilkinson be appointed for a term of five years from 1st July 2012 until 30 June 2017 unless the Government imposed a shorter statutory limit.

### **RESOLVED**

That the appointment of Mr Wilkinson be approved.

## **13 MINUTES OF THE LAST MEETING**

### **RESOLVED**

That the Minutes of the Authority at a meeting held on 16 February 2012 be signed by the Chair as a correct record.

**14 MINUTES OF THE HUMAN RESOURCES COMMITTEE**

**RESOLVED**

That the Minutes of the Human Resources Committee at a meeting held on 30 March 2012 be received.

**15 MINUTES OF THE EXECUTIVE COMMITTEE**

**RESOLVED**

That the Minutes of the Executive Committee at meetings held on 30 March 2012, 30 May 2012 and 13 June 2012 be received.

**16 MINUTES OF THE STANDARDS COMMITTEE**

That the Minutes of the Standards Committee at a meeting held on 3 April 2012 be received.

**17 MINUTES OF THE AUDIT COMMITTEE**

**RESOLVED**

That the Minutes of the Audit Committee at a meeting held on 20 April 2012 be received.

**18 MINUTES OF THE COMMUNITY SAFETY COMMITTEE**

That the Minutes of the Community Safety Committee at a meeting held on 27 April 2012 be received.

**19 LOCAL GOVERNMENT GROUP - MINUTES**

**RESOLVED**

- (a) That the Minutes of the Safer and Stronger Communities Board held on 16 January 2012 and 12 March 2012 be received; and
- (b) That the Minutes of the Fire Services Management Board at a meeting held on 23 January 2012, 19 March 2012 and 14 May 2012 be received.
- (c) That the Minutes of the Fire Commission at a meeting held on 17 February 2012 be received.

## **20 PERFORMANCE MANAGEMENT REPORT**

The Director of Corporate Resources submitted a report which informed Members of the Authority's performance against key performance indicators for two periods as follows;

1 April 2011 - 31 March 2012  
1 April 2012 - 31 May 2012

Members commented on several areas including the reduction of false alarms which they agreed was a good achievement. Thanks were expressed by all political groups for the tireless work carried out to achieve all objectives.

### **RESOLVED**

That the report be noted.

## **21 CORPORATE HEALTH – ANNUAL UPDATE REPORT**

Members received a report which provided an annual update relating to the corporate health of the Authority which advised of the annual statistics for the following;

- compliments and complaints
- performance against a number of indicators related to the efficiency and effectiveness of the service
- customer service excellence
- issues related to corporate governance

### **RESOLVED**

That the report be noted.

## **22 Local Government Yorkshire and Humber – Review and Restructure**

The Director of Corporate Resources submitted a report to note the proposed amended role of Local Government Yorkshire and Humber (LGYH) and consider future membership. LGYH had recently consulted individual Council leaders in the region as part of a process of reviewing the future role and structure of the organisation. This report advises of the outcome and decisions stemming from that consultation and review and invites Member consideration of continued membership by this Authority.

The Chair informed Members that the Human Resources Committee should be kept fully informed of any bulletins from the LGYH that were likely to be of interest to the Fire Authority.

## **RESOLVED**

That the proposed amended role of LGYH and continued membership by the Authority be approved.

### **23 Integrated Risk Management Plan (IRMP) Consultation Evaluation**

The Deputy Chief Fire Officer (DCFO) submitted a report to inform Members of the reviews that have been carried out into various aspects of the IRMP process.

The report outlines the outcomes of the reviews that have been carried out into a number of aspects of the IRMP process. The four reviews that have been carried out are:

- Operational Assessment Self-Assessment
- Operational Assessment Peer Challenge
- Internal Audit IRMP – Process, Decision Making and Approval
- Communications and Engagement review

The four reviews have affirmed that the Integrated Risk Management Planning process is both sound and robust.

## **RESOLVED**

That the report be noted.

### **24 Strategic Governance Arrangements – National Resilience**

The Deputy Chief Fire Officer provided a report to inform Members of the new Strategic Governance arrangements for Fire and Rescue National Resilience. A newly formed Strategic Resilience Board will provide strategic oversight of Fire and Rescue National Resilience. This board will provide a direct link between the Department for Communities and Local Government and the existing National Resilience Board.

## **RESOLVED**

That the report be noted.

Chair



**WEST YORKSHIRE FIRE AND RESCUE AUTHORITY**

**COMMITTEE MEMBERSHIP 2012 / 2013**

**EXECUTIVE COMMITTEE (6)**

**LABOUR (4)**

T Austin  
J Hughes (Vice chair)  
A Hussain  
M Khan (Chair)

**CONSERVATIVE (1)**

P Harrand

**LIBERAL DEMOCRAT (1)**

C Townsley

**SUBSTITUTES**

Any Member from relevant Group who is not substantive Member of this Committee.

## **HUMAN RESOURCES COMMITTEE (11)**

### **LABOUR (6)**

R Grahame  
M Khan  
K Renshaw  
B Smith  
G Thornton (Chair)  
A Wainwright

### **CONSERVATIVE (3)**

L Holmes  
A Taylor  
G Wilkinson

### **LIBERAL DEMOCRAT (2)**

D Gray  
C Townsley (Vice chair)

### **SUBSTITUTES**

Any Member from relevant Group who is not substantive Member of this Committee.

**FINANCE AND RESOURCES COMMITTEE (11)**

**LABOUR (6)**

J Dodds  
R Grahame  
A Hussain (Vice chair)  
B Selby  
B Smith (Chair)  
G Thornton

**CONSERVATIVE (3)**

P Harrand  
L Holmes  
A Taylor

**LIBERAL DEMOCRAT (2)**

C Burke  
P Wardhaugh

**SUBSTITUTES**

Any Member from relevant Group who is not substantive Member of this Committee.

**AUDIT COMMITTEE (6)**

**LABOUR (4)**

S Hamilton  
B Selby (Chair)  
A Wainwright  
A Wallis

**CONSERVATIVE (1)**

V Binney

**LIBERAL DEMOCRAT (1)**

D Gray (Vice chair)

**SUBSTITUTES**

Any Member from relevant Group who is not substantive Member of this Committee.

**COMMUNITY SAFETY COMMITTEE (11)**

**LABOUR (7)**

T Austin (Chair)  
J Dodds  
S Hamilton  
J Hughes  
M Khan  
B Smith  
A Wallis

**CONSERVATIVE (2)**

V Binney  
G Wilkinson

**LIBERAL DEMOCRAT (2)**

C Burke (Vice chair)  
P Wardhaugh

**SUBSTITUTES**

Any Member from relevant Group who is not substantive Member of this Committee.

**CONSULTATION AND NEGOTIATION PANEL (5)**

**LABOUR (2)**

J Hughes  
M Khan

**CONSERVATIVE (2)**

V Binney  
P Harrand

**LIBERAL DEMOCRAT (1)**

C Townsley

**SUBSTITUTES**

Any Member from relevant Group who is not substantive Member of this Committee.

**BRIEFING GROUP ARRANGEMENTS**

**2012 / 20013**



<b>FULL AUTHORITY</b>		
<b>Group / Position</b>	<b>Member</b>	<b>Substitute</b>
Chair	M Khan	Any Labour Member
Vice Chair	J Hughes	Any Labour Member
Conservative	Peter Harrand	Any Conservative Member
<b>HUMAN RESOURCES COMMITTEE</b>		
<b>Group / position</b>	<b>Member</b>	<b>Substitute</b>
Chair	Gill Thornton	Any Labour Member
Vice Chair	Chris Townsley	Any Lib Dem Member
Conservative	Gerald Wilkinson	Any Conservative Member
<b>FINANCE AND RESOURCES COMMITTEE</b>		
<b>Group / position</b>	<b>Member</b>	<b>Substitute</b>
Chair	Bryan Smith	Any Labour Member
Vice Chair	Arif Hussain	Any Labour Member
Conservative	Peter Harrand	Any Conservative Member

<b>AUDIT COMMITTEE</b>		
<b>Group / position</b>	<b>Member</b>	<b>Substitute</b>
Chair	Brian Selby	Any Labour Member
Vice Chair	David Gray	Any Lib Dem Member
Conservative	Valerie Binney	Any Conservative Member
<b>COMMUNITY SAFETY COMMITTEE</b>		
<b>Group / position</b>	<b>Member</b>	<b>Substitute</b>
Chair	Tracey Austin	Any Labour Member
Vice chair	Cahal Burke	Any Lib Dem Member
Conservative	Valerie Binney	Any Conservative Member

#### **COMMITTEE CHAIRS & VICE-CHAIRS**

<b>Committee</b>	<b>Chair</b>	<b>Vice-chair</b>
Full Authority	Mehboob Khan	Judith Hughes
Human Resources	Gill Thornton	Chris Townsley
Finance & Resources	Bryan Smith	Arif Hussain
Audit	Brian Selby	David Gray
Community Safety	Tracey Austin	Cahal Burke