

# **WEST YORKSHIRE FIRE AND RESCUE AUTHORITY**

**MEETING TO BE HELD ON FRIDAY 30 APRIL 2010 AT 10.30 A.M. IN THE  
TRAINING AND CONFERENCE SUITE, BIRKENSHAW**

## **AGENDA**

**1. CHAIRMAN'S ANNOUNCEMENTS**

**2. ADMISSION OF THE PUBLIC**

The Committee is asked to consider whether, by resolution, to exclude the public from the meeting during the items of business marked with an 'E' reference, because of the possibility of the disclosure of exempt information.

**3. URGENT ITEMS**

To determine whether there are any additional items of business which, by reason of special circumstances, the Chair believes should be considered at the meeting.

**4. DECLARATIONS OF INTEREST**

To consider any Declaration of Interest in relation to any item of business on the agenda.

**5. MEMBERSHIP OF THE AUTHORITY AND COMMITTEE  
APPOINTMENTS (pp 3)**

(Enclosed)

**6. MINUTES OF THE LAST MEETING HELD ON 19 FEBRUARY  
2010 (pp 6)**

(Enclosed)

**7. MINUTES OF THE FINANCE AND RESOURCES COMMITTEE**

**a) MEETING HELD ON 5 MARCH (pp 15)**

**b) MEETING HELD ON 23 APRIL**

(Enclosed where available)

**8. MINUTES OF THE STANDARDS COMMITTEE**

- a) **MEETING HELD ON 12 MARCH 2010 (pp 19)**
- b) **MEETING HELD ON 16 MARCH 2010**

(Enclosed)

**9. MINUTES OF THE AUDIT COMMITTEE HELD ON 19 MARCH 2010 (pp 25)**

(Enclosed)

**10. MINUTES OF THE PERSONNEL AND TRAINING COMMITTEE HELD ON 26 MARCH 2010 (pp 29)**

(Enclosed)

**11. LOCAL GOVERNMENT ASSOCIATION MINUTES (pp 32)**

- a. **Fire Services Forum – 12 February 2010**
- b. **Fire Services Management Committee – 8 March 2010**
- c. **Safer Communities Board – 15 March 2010**

(Enclosed)

**12. MINUTES OF THE REGIONAL MANAGEMENT BOARD HELD ON 25 MARCH 2010 (pp 43)**

(Enclosed)

**13. PERFORMANCE MANAGEMENT REPORT (pp 50)**

(Enclosed)

**14. CALENDAR OF MEETINGS 2010 – 2011 (pp 80)**

(Enclosed)

**15. FEASIBILITY STUDY – SHARED REGIONAL TECHNICAL SERVICES – UPDATE (pp 82)**

(Enclosed)



<b>WEST YORKSHIRE FIRE AND RESCUE AUTHORITY</b>	<b>AUTHORITY</b>	<b>30 April 2010</b>	<b>ITEM NO</b>
---------------------------------------------------------	------------------	----------------------	----------------

**REPORT OF:** THE DIRECTOR OF CORPORATE RESOURCES

**PURPOSE OF REPORT:** TO ADVISE OF A CHANGE IN MEMBERSHIP OF THE AUTHORITY AND TO CONSIDER THE APPOINTMENT OF THE NEW MEMBER TO COMMITTEES

**RECOMMENDATION:** THAT THE REPORT BE NOTED AND THE APPOINTMENT TO THE COMMITTEES BE CONFIRMED.

---

#### **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS**

**EXEMPTION CATEGORY:** NIL

**ACCESS CONTACT OFFICER:** NICOLA HOUSEMAN  
01274 655740

#### **BACKGROUND PAPERS OPEN TO INSPECTION:**

##### Summary

A change in the political constitution of Leeds City Council, as constituent authority, has affected the political balance on this Authority leading to the addition of one Labour member and the removal of one Morley Borough Independent member.

## 1 BACKGROUND

- 1.1 Confirmation has been received from Leeds City Council that they have recently had an increase in the size of the Labour group to 43 and a consequent reduction in the number of Independents by one member.
- 1.2 As a result in a change in political balance at Leeds City Council, the membership of this Authority will be affected as follows;

To 25 March 2010	From 25 March 2010
9 Labour	10 Labour
7 Conservative	7 Conservative
5 Liberal Democrat	5 Liberal Democrat
1 Morley Borough Independent	

- 1.3 Leeds CC has notified the Authority of Councillor Finnegan's (Morley Borough Independent) replacement on the Fire Authority with effect from midnight on 25 March 2010 as follows.

Councillor Mohammed Rafique (Labour) who is a former member of the Authority

## 2 COMMITTEE APPOINTMENTS

- 2.1 The departing Member had not been entitled to a committee seat because he was not in a political group but he was given one by the Conservative group. Consequent upon the appointment of an additional Labour member, the Group will be entitled to an increase in the overall seat allocation from 15 to 16.
- 2.2 The Conservative Group allocation remains at 12 although they now have an extra appointment to make (seat previously allocated to Cllr Finnigan). The Liberal Democrat group allocation will be reduced from 9 seats to 8.
- 2.3 As a consequence of 2.1 and 2.2 above, the revised committee allocation will be;

Committee	Labour (previous)	Conservative (previous)	Liberal Democrat (previous)
Executive	3 (3)	2 (2)	1 (1)
Audit	3 (2)	2 (2)	1 (2)
Finance and Resources	5 (5)	4 (4)	3 (3)
Personnel and Training	5 (5)	4 (3)	3 (3) (MBI 1)

2.4 Changes to committee seat allocation are required as follows;

Audit Committee

Liberal Democrat group loses one seat	Member to be selected
Labour group gains one seat	Member to be selected

Personnel and Training

Conservative group gains one seat	Member to be selected
-----------------------------------	-----------------------

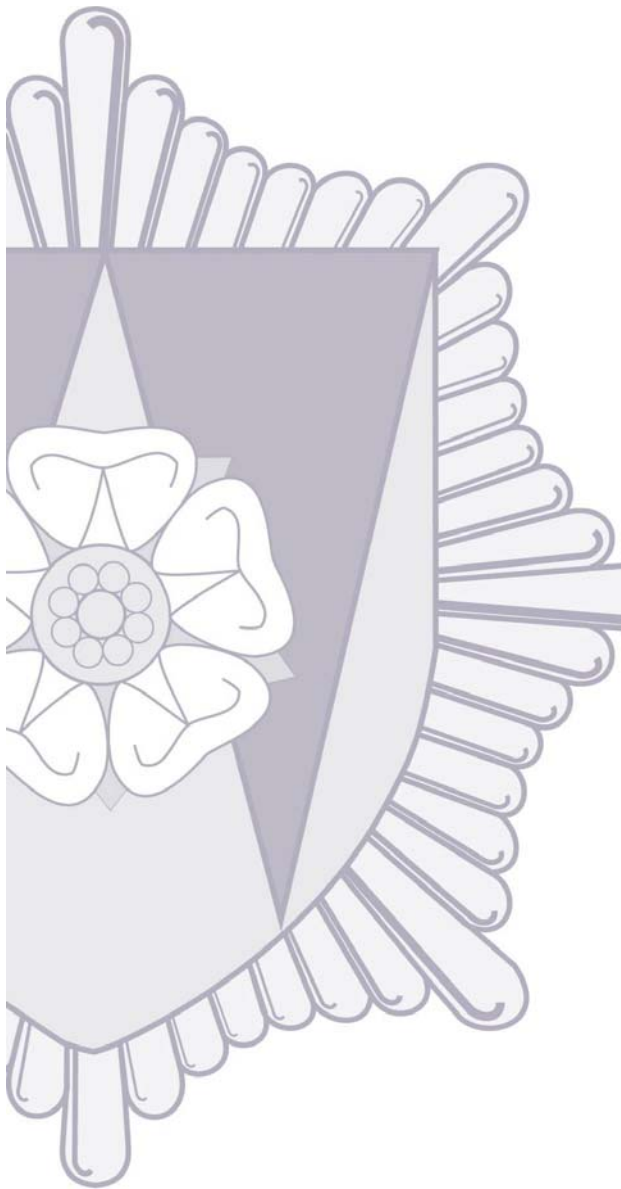
2.5 For Members' information, the only Committee to meet prior to the 25 June meeting of the Annual General Meeting (AGM) will be the Audit Committee on 18 June.

**3. MEMBER CHAMPIONS**

3.1 Councillor Finnigan had been appointed as Information Governance member champion – this position will be vacant as a consequence of his leaving the Authority. Members may wish to defer making an appointment pending the AGM in June.

# West Yorkshire Fire & Rescue Service

## Performance Management and Activity Report 2009/10



Period Covered: 1 April 2009 –  
28 February 2010  
Date Issued: 31 March 2010

# Table of Contents

<b>Contents</b>	<b>Page No.</b>
<b>1. Introduction/Summary</b>	<b>3</b>
<b>2. Target Summary – Overview</b>	<b>4</b>
<b>3. National Indicators – Performance</b>	<b>5</b>
<b>4. Service Delivery Indicators – Performance</b>	<b>8</b>
<b>5. Corporate Health Indicators – Performance</b>	<b>12</b>
<b>6. Performance Indicators – Comparison with other Fire and Rescue Services</b>	<b>17</b>
<b>7. Incidents</b>	<b>20</b>
<b>Chargeable Special Service Calls – District Performance</b>	<b>21</b>
<b>8. ‘Five Pumps and Above’ Incidents (to 31 March 2010)</b>	<b>22</b>
<b>9. Home Fire Safety Checks</b>	<b>24</b>
<b>Smoke Alarm Ownership</b>	<b>25</b>
<b>10. Compliments and Complaints</b>	<b>26</b>
<b>11. Violence at Work</b>	<b>27</b>
<b>District Actions to Address Violence</b>	<b>28</b>



# 1. Introduction/Summary

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

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

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

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

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

All data, unless specified, is for the reporting period 1 April 2009 – 28 February 2010.







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

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

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

## 2. Target Summary – Overview

### Legend

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

### Targets by Indicator Category

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

### 3. National Indicators – Performance

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

NI	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar			
NI 33	Arson Incidents (All Deliberate Fires) per 10,000 population	6.41	10.63	15.46	18.92	23.57	29.46	35.40	39.52	41.48	43.47	45.34		↑ (47.84)	65.22	On track to achieve year end target.
	Arson Incidents (Deliberate Primary Fires) per 10,000 population	1.02	1.98	2.97	3.67	4.54	5.42	6.26	7.26	7.93	8.53	9.12		↑ (11.66)	15.12	On track to achieve year end target.
	Arson Incidents (Deliberate Secondary Fires) per 10,000 population	5.39	8.65	12.49	15.25	19.03	24.03	29.14	32.26	33.55	34.94	36.22		↓ (36.18)	50.10	On track to achieve year end target.

NI	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar			
NI 49	Number of Primary Fires per 100,000 population	19.26	37.78	56.57	72.57	88.94	104.47	121.29	140.46	155.73	170.86	184.27		↑ (206.95)	260.78	On track to achieve year end target.
	Number of Fire Fatalities per 100,000 population – Accidental Dwelling Fires	0.00	0.14	0.18	0.28	0.28	0.27	0.27	0.27	0.32	0.41	0.41		↓ (0.32)	0.46	Target set as per SD2.
	Number of Fire Fatalities per 100,000 population – Other Fires	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.18	0.18	0.18		N/A	No target set	Other fires include: Murders, Suicides and Road Traffic Collisions.
	Number of Fire Casualties (excluding precautionary checks) per 100,000 population	1.28	1.97	2.70	3.71	3.81	4.45	5.45	6.59	7.63	9.22	10.63		↓ (9.63)	14.10	On track to achieve year end target.

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

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

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

#### 4. Service Delivery Indicators – Performance

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

Indicator	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar			
SD 1	Accidental dwelling fires (per 10,000 dwellings) (CFOA D1)	1.26	2.41	3.51	4.78	5.91	6.70	7.86	9.14	10.40	11.66	12.71		↓ (12.65)	17.2	On track to achieve year end target.
SD 2	Number of deaths arising from accidental fires in dwellings per 100,000 population	0.00	0.14	0.18	0.28	0.28	0.27	0.27	0.27	0.32	0.41	0.41		↓ (0.32)	0.46	Volatile indicator. Difficult to predict performance trend. Change from 0.28 to 0.27 due to recent update in population figure.
SD 3	Number of Injuries arising from accidental fires in dwellings per 100,000 population	0.73	0.96	1.42	1.83	2.11	2.59	2.95	3.59	4.41	5.77	6.54		↑ (6.74)	11.05	On track to achieve year end target.
SD 5	Number of calls to malicious false alarms per 1000 population – not attended (CFOA A2(i))	0.03	0.06	0.10	0.13	0.17	0.20	0.23	0.25	0.27	0.29	0.31		↑ (0.42)	1.22	On track to achieve year end target.

Indicator	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar			
SD 6	Number of calls to malicious false alarms per 1000 population – attended (CFOA A2(ii))	0.03	0.07	0.11	0.13	0.16	0.18	0.21	0.24	0.26	0.28	0.31		↑ (0.49)	0.82	On track to achieve year end target.
SD 7	Unwanted fire signals from automatic fire detection equipment per 1000 non-domestic properties (CFOA A1)	6.8	14.0	22.69	29.22	37.14	45.51	52.04	59.17	65.90	72.19	77.95		↓ (75.93)	112.53	On track to achieve year end target.
SD 9	Fires in non-domestic premises per 1000 non-domestic premises	0.66	1.38	2.10	2.55	3.24	3.86	4.43	5.19	5.77	5.91	6.29		↑ (6.84)	10.5	On track to achieve year end target.

Indicator	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar			
SD 10(a)	The percentage of fires attended in dwellings where there was a working smoke alarm	55.8%	48.7%	47.1%	47.3%	48.2%	47.9%	48.8%	49.7%	49.8%	49.4%	50.1%		↑ (49.4%)	38.1%	On track to achieve year end target.
SD 10(b)	The percentage of fires attended in dwellings where a smoke alarm, because it was faulty or incorrectly sited, did not activate	8.0%	7.9%	6.6%	6.7%	7.1%	8.2%	6.7%	7.2%	7.3%	7.6%	7.3%		↑ (8.8%)	9.5%	On track to achieve year end target.
SD 10(c)	The percentage of fires attended in dwellings where a correctly sited and working smoke alarm did not activate	10.9%	14.6%	14.5%	14.9%	14.1%	15.0%	18.1%	17.6%	17.4%	17.4%	17.1%		N/A	N/A	This indicator is used to identify where a smoke alarm has not activated for legitimate reasons.
SD 10(d)	The percentage of fires attended in dwellings where no smoke alarm was fitted	25.4%	28.8%	31.8%	31.0%	30.5%	28.9%	26.6%	25.5%	25.5%	25.6%	25.5%		↑ (33.3%)	51.6%	On track to achieve year end target.



Indicator	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar			
SD 12	Time taken from accepting a call from the British Telecom operator, to mobilisation of Fire and Rescue Service resources	60.97	59.57	59.52	58.83	58.64	58.69	58.29	58.02	57.76	57.62	57.36		N/A	60 seconds	Performance trend improved consistently during the last year.  Performance is measured against an optimum standard of 60 seconds.

## 5. Corporate Health Indicators – Performance

Indicator	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment	
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar				
CH 1	The level (if any) of the Equality Standard for Local Government to which the Authority conforms												4		↑ (4)	4	The IDeA external Assessment for the Excellent Level will take place in October 2010
CH 4	Average number of working days / shifts lost to sickness (CFOA C2)	0.55	1.09	1.65	2.26	2.82	3.03	3.66	4.20	4.69	5.24	5.53		↑ (6.98)	6.63	Employees no longer being paid by the Authority have been removed in the calculation of this indicator.	

Indicator	Description		Cumulative Year to Date Performance												Target Full Year	Comment	
			To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar			
CH 5	Health and Safety (CFOA A5) (Total injuries)	< 3 days Injuries	16	35	48	67	76	91	110	132	146	166	182		190	<p>Outturn is the 09-10 Q1 Performance.</p> <p>Targets are based on a 5% reduction from 08-09 figures by 11-12 on total &lt; 3 days injuries and total &gt; 3 days injuries.</p> <p>There is a target of 0 fatalities for the year.</p> <p>Due to such low numbers, no target has been set for major injuries.</p>	
		Fatal	0	0	0	0	0	0	0	0	0	0	0		0		
		Major	0	0	2	2	2	2	2	2	2	3	4	4			Not set
		3 + days	3	7	12	14	15	18	21	23	23	24	24		39		
	Health and Safety (CFOA A5) (Total injuries per 100,000 staff)	< 3 days Injuries	743	1625	2228	3110	3528	4225	5107	6128	6778	7707	8449		8805		
		Fatal	0	0	0	0	0	0	0	0	0	0	0		0		
		Major	0	0	93	93	93	93	93	93	93	139	186	186			Not set
		3 + days	139	325	557	650	696	836	975	1068	1068	1114	1114		1826		

Indicator	Description	Cumulative Year to Date Performance												Direction of Travel compared to position at this time last year	Target Full Year	Comment	
		To 30 Apr	To 31 May	To 30 Jun	To 31 Jul	To 31 Aug	To 30 Sep	To 31 Oct	To 30 Nov	To 31 Dec	To 31 Jan	To 28 Feb	To 31 Mar				
CH 6	Business Continuity Planning (CFOA E1)	Self assessment against a business continuity maturity model including 6 measures and 5 levels, giving a maximum score of 100%										73.33%		New Indicator	83.33%	73.33% is made up of four Level 4s and two level 3s achieved against the maturity model. Annual return, actions are being put into place to ensure 83.33% is achieved by April 2010.	
CH 7	Expenditure per head of population on the provision of fire and rescue services											£39.52		N/A	£39.20	The figure reported is taken from the 2009-10 CIPFA Fire and Rescue Services Estimates	
CH 8	Forecast Budget Variance (Actual figures £s)		-£500,000			-£1m					-£1m				New Indicator	£900,000	Figures to be provided on a quarterly basis.
CH 9	Forecast Budget Variance (% Variance against overall budget)		0.55%			1.1%					1.1%				New Indicator	<1%	Figures to be provided on a quarterly basis.

Indicator	Description	Cumulative Year to Date Performance -Cost Period Dates Year 2009-10													Target Full Year	Comment
		5 Apr – 26 Apr	3 May – 24 May	31 May – 21 Jun	28 Jun – 19 Jul	26 Jul – 16 Aug	23 Aug – 13 Sep	20 Sep – 11 Oct	18 Oct – 8 Nov	15 Nov – 6 Dec	13 Dec – 3 Jan	10 Jan – 31 Jan	7 Feb – 28 Feb	7 Mar – 31 Mar		
CH 10	The percentage of invoices for goods and services paid by the Authority within 30 days (stand alone month)	96.65%	96.95%	88.22%	98.00%	97.19%	95.52%	97.47%	98.86%	97.19%	98.32%	96.87%	Awaiting response from Kirklees MC		100%	Progressive roll-out of the corporate credit card will increase the proportion of invoices paid within 30 days.
CH 11	Forecast Capital Payments (Actual figures £s)	£0.4m	£0.7m	£1.8m	£2.2m	£2.8m	£3.4m	£4.3m	£5.28m (£5.3m)	£6.5m (£7.5m)	£7.6m (£9.0m)	£8.3m (£10.2m)	£8.6m (£11.7m)	£12.3m (£19.2m)	£19.2m (Period 13 target)	Figures to be provided on a monthly basis Targets are based on a profiled spending of the capital plan, starting from October. Targets for each individual month are in brackets.
CH 12	Forecast Capital Payments (% Payments of overall capital plan)	1.95%	3.72%	9.21%	11.21%	14.38%	17.65%	22.21%	27.54% (27.54%)	33.9% (39.28%)	39.58% (46.68%)	43.14% (53.33%)	44.79% (60.89%)	63.73% (100%)	100% (Period 13 target)	Figures to be provided on a monthly basis The full £19.2m capital was not spent due to the timing of when capital expenditure occurs.
CH 13	Debtors – Value of debt outstanding which is over 60 days old	£75,134	£77,037	£69,605	£61,278	£65,857	£70,238	£66,328	£57,768	£75,991	£37,945	£37,945	£37,945	£16,593	Information Only	Figures to be provided on a monthly basis.

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

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

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









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

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

### National Indicators

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

Note 1: Actual numbers shown in brackets.









<b>Key</b>	 1st (Best)	 3rd	 5th	 7th
	 2nd	 4th	 6th	 8th (Worst)

## Service Delivery Indicators

Indicator	Description	Greater Manchester	London	Merseyside	South Yorkshire	Tyne & Wear	West Midlands	Lancashire FRS	West Yorkshire
SD 1	Number of calls to: Accidental Fires in Dwellings per 10,000 dwellings (CFOA D1 Indicator)	16.55 (1,835)	14.65 (4,676)	16.45 (986)	9.47 (521)	11.01 (522)	12.48 (1,383)	14.80 (913)	10.40 (944)
SD 2	Number of deaths arising from accidental fires in dwellings per 100,000 population	Not reporting	0.41 (31)	0.37 (5)	0.31 (4)	0.09 (1)	0.46 (12)	0.41 (6)	0.32 (7)
SD 3	Number of injuries arising from accidental fires in dwellings per 100,000 population	Not reporting	5.28 (402)	6.75 (91)	2.45 (32)	3.58 (39)	2.57 (67)	5.72 (83)	4.41 (97)
SD 4	The percentage of accidental fires in dwellings confined to room of origin	Data not currently available	Not reporting	92.6%	Not reporting	88.3%	Not reporting	Not reporting	91.9%
SD 5	Number of calls to malicious false alarms per 1000 population - non attended (CFOA A2 Indicator)	0.41 (1,060)	0.32 (2,454)	0.11 (154)	0.08 (111)	0.06 (63)	Not reporting	Not reporting	0.27 (599)
SD 6	Number of calls to malicious false alarms per 1000 population - attended (CFOA A2 Indicator)	0.23 (595)	0.25 (1,931)	0.22 (290)	0.08 (105)	0.20 (217)	0.50 (1,289)	Not reporting	0.26 (572)
SD 7	False alarms caused by automatic fire detection apparatus per 1000 non domestic properties (CFOA A1 Indicator)	60.83 (5,620)	85.77 (23,975)	77.46 (2,969)	32.92 (1,220)	85.40 (2,680)	54.74 (5,015)	69.81 (3,551)	65.90 (4,965)
SD 9	Fires in non-domestic premises per 1000 non-domestic premises	8.29 (766)	8.80 (2,461)	Not reporting	6.07 (225)	8.60 (270)	8.13 (745)	Not reporting	5.77 (435)
SD 10a	The percentage of fires attended in dwellings where a smoke alarm had activated (CFOA C1 Indicator)	47.2%	Not reporting	Not reporting	Not reporting	50.0%	Not reporting	51.1%	49.8%
SD 10d	The percentage of fires attended in dwellings where no smoke alarm was fitted (CFOA C1 Indicator)	32.2%	57.8%	Not reporting	Not reporting	29.5%	Not reporting	Not reporting	25.5%

Note 1: Actual numbers shown in brackets.

**Key**

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



## Corporate Health Indicators

Indicator	Description	Greater Manchester	London	Merseyside	South Yorkshire	Tyne & Wear	West Midlands	Lancashire FRS	West Yorkshire
CH 1	The level (if any) of the Equality Standard for Local Government to which the Authority conforms	3	5	Not reporting	3	4	3	Not reporting	4
CH 4	The number of working days/shifts per employee lost due to sickness absence - All Staff (CFOA C2 Indicator)	3.69	6.19	Not reporting	5.8	5.91	Not reporting	3.59	4.69
CH 7	The percentage of invoices for goods and services paid by the Authority within 30 days	Not reporting	95.10%	Data not currently available	94.30%	99.20%	Not reporting	Not reporting	96.55%
CH 8	Expenditure per head of population on the provision of fire and rescue services	£45.37	£54.70	£49.87	£43.49	£52.27	£44.63	£41.90	£39.52

Note 1: Actual numbers shown in brackets.

**Key**



1st  
(Best)



3rd



5th



7th

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



2nd



4th



6th

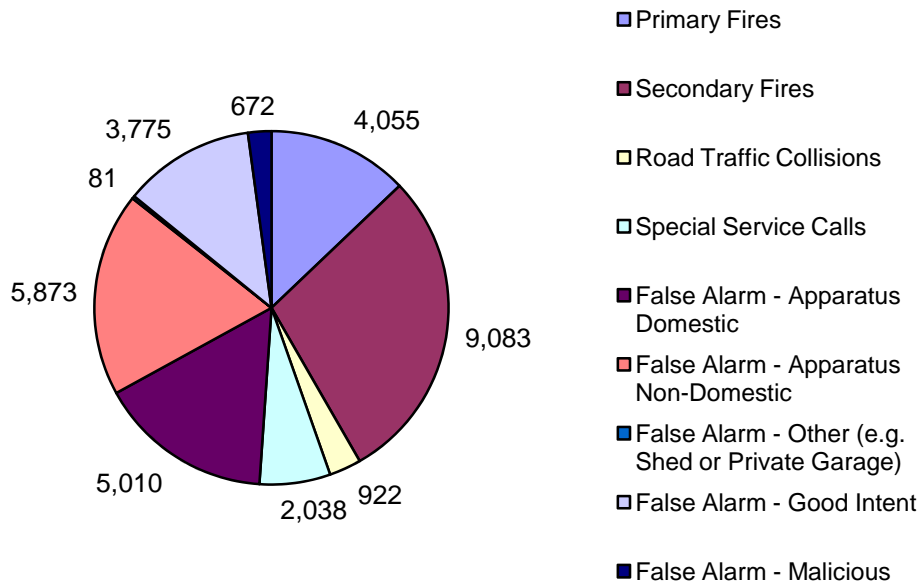


8th  
(Worst)

## 7. Incidents

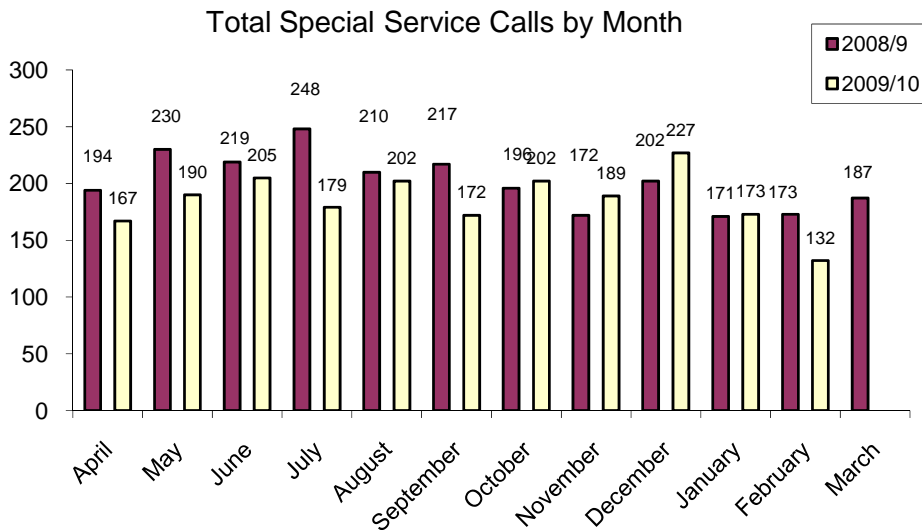
The table and chart below show the operational activity of West Yorkshire Fire and Rescue Service for the financial year to date, broken down into category of incident.

Incident Category	Number	Percentage
Primary Fires	4,055	12.9%
Secondary Fires	9,083	28.8%
Road Traffic Collisions	922	2.9%
Special Service Calls	2,038	6.5%
False Alarm - Apparatus Domestic	5,010	15.9%
False Alarm - Apparatus Non-Domestic	5,873	18.6%
False Alarm - Other (e.g. Shed or Private Garage)	81	0.3%
False Alarm - Good Intent	3,775	12.0%
False Alarm - Malicious	672	2.1%
<b>Total</b>	<b>31,509</b>	<b>100%</b>



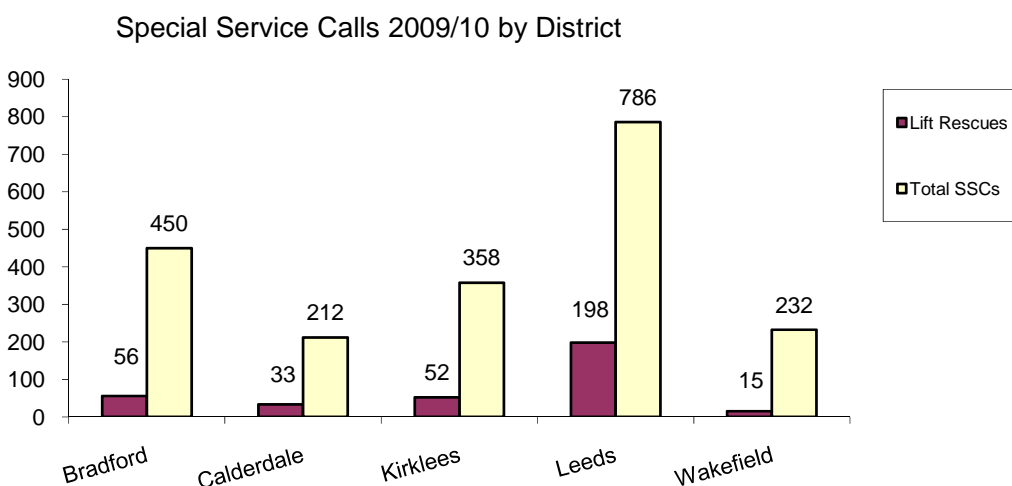
The Fire and Rescue Services Act 2004 sets out the categories of service for which charges can be made by FRA's and the persons who can be charged. However, the Act limits the amount charged to the cost of providing the service and prohibits FRA's from charging for fire-fighting or for the provision of emergency medical assistance. The sum recovered so far for 2009/10 is approximately £44,222.60 which is mostly comprised of charges for lift rescues (£96,931.15).

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



### Chargeable Special Service Calls – District Performance

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



## 8. 'Five Pumps and Above' Incidents (to 31 March 2010)

### General Commentary

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

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

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

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

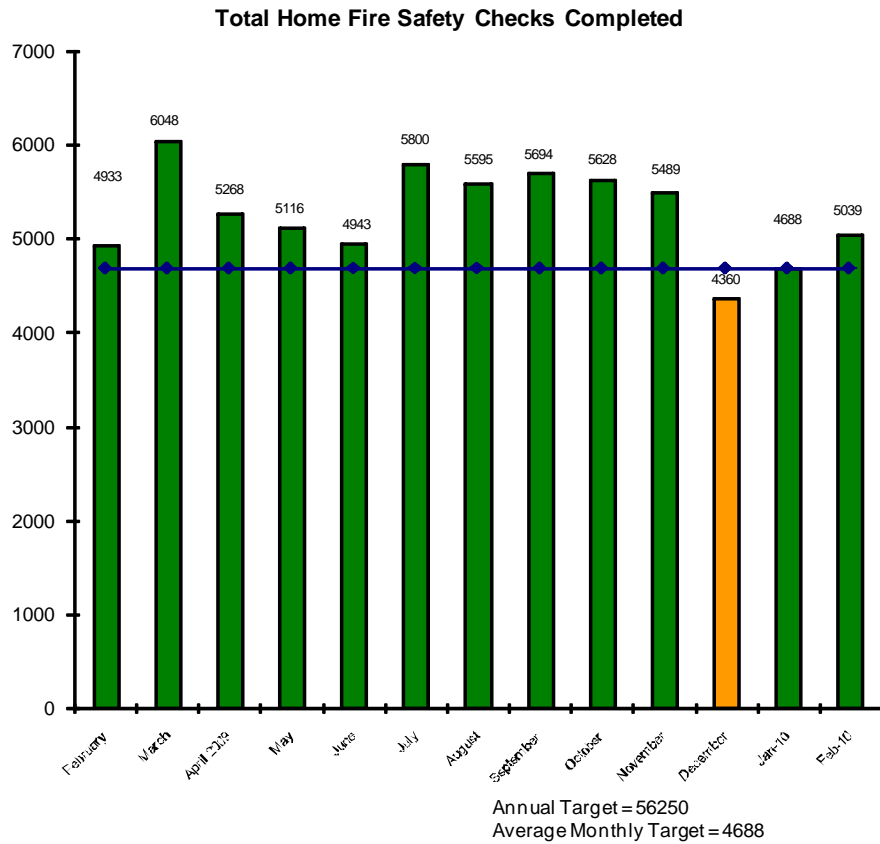
Each month, new incidents are added to the top of the table. These are shaded in white.

<b>Date &amp; Time</b>	<b>Address</b>	<b>Premises Use</b>	<b>Station Area</b>	<b>Cause</b>	<b>Pumps Plus Specials</b>	<b>Number of Personnel</b>
14/03/10 10:16	St. Mary's Church, Clarence Street, Halifax	Church	64 (Halifax)	Not yet recorded	10 pumps 3 specials	10 Officers 53 FFs
18/02/10 21:32	Grahams Kitchens, Leeds Road, Huddersfield	Unoccupied	60 (Huddersfield)	Deliberate	10 pumps 2 specials	11 Officers 39 FFs
13/02/10 02:35	Forza AW Ltd, Unit 4, West 26 Ind Est, Hanging Wood Way, Cleckheaton	Industrial	62 (Cleckheaton)	Careless Handling	10 pumps 5 specials	9 Officers 57 FFs
26/01/10 16:46	Great Russell Street, Listerhills, Bradford	Industrial	42 (Fairweather Green)	Electrical	12 pumps 3 specials	12 Officers 61 FFs
11/01/10 7:25	Huddersfield Road, Dewsbury	Derelict Mill	83 (Dewsbury)	Not known	13 pumps 5 specials	9 Officers 70 FFs
26/12/09 20:26	Interfaith Education Centre, Listerhills Rd, Listerhills, Bradford	Education Centre	40 (Bradford)	Not yet recorded	9 pumps 4 specials	8 Officers 52 FFs
22/11/09 05:12	CC Continental 119- 129 Chapeltown Road, Chapeltown, Leeds	Supermarket	26 (Moortown)	Electrical Appliance	10 pumps 2 specials	10 Officers 49 FFs
14/11/09 17:31	Upwood Hall Farm, Ilkley Road, Riddlesden, Keighley	Agricultural	46 (Keighley)	Deliberate	10 pumps 2 specials	9 Officers 51 FFs

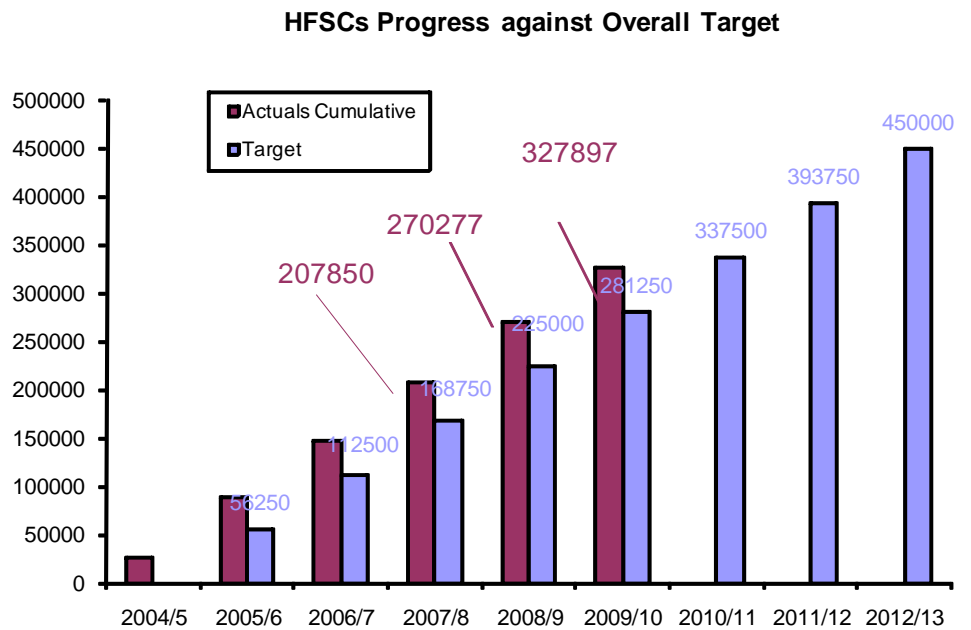
<b>Date &amp; Time</b>	<b>Address</b>	<b>Premises Use</b>	<b>Station Area</b>	<b>Cause</b>	<b>Pumps Plus Specials</b>	<b>Number of Personnel</b>
18/10/09 19:35	Barkerend Road, Bradford	Apartment under construction	40 (Bradford)	Deliberate	15 pumps 6 specials	10 Officers 83 FFs
10/10/09 22:55	Normanton Baptist Church, King Edward St, Normanton	Church Building	88 (Normanton)	Deliberate	11 pumps 5 specials	10 Officers 63 FFs
22/08/09 01:49	EK Animal Foods, Halifax Road, Cullingworth	Industrial	41 (Bingley)	Deliberate	10 pumps 2 specials	7 Officers 50 FFs
13/08/09 20:41	Wortley Heights, Tong Road, Armley, Leeds	Bin Chute	20 (Leeds)	Deliberate	11 pumps 4 specials	9 Officers 58 FFs
20/07/09 17:51	Turnshaws Special School, Turnshaws Avenue, Kirkburton	Derelict Building	71 (Skelmatorpe)	Deliberate	11 pumps 2 special	8 Officers 55 FFs
13/07/09 03:08	Canary Street, Cleckheaton	Electrical Wholesalers	62 (Cleckheaton)	Electrical Appliance	11 pumps 4 specials	8 Officers 59 FFs
09/07/09 04:08	Wormald Street, Liversedge	Trailer Units	62 (Cleckheaton)	Deliberate	12 pumps 3 specials	9 Officers 62 FFs
10/06/09 23:00	Art Glass, Ripley Street, West Bowling	Industrial	47 (Odsal)	Not known	21 pumps 5 specials	10 Officers 111 FFs
06/05/09 05:24	Far Turbury Farm, Clegg Lane	Agricultural	63 (Elland)	Electrical	10 pumps 2 specials	8 Officers 51 FFs
03/05/09 20:48	Greenhill Social Education Centre, Florence St. Laisterdyke, Bradford	Office (unoccupied)	40 (Bradford)	Deliberate	10 pumps 3 specials	9 Officers 51 FFs
03/05/09 14:26	Manchester Road, Standedge, Marsden	Moorland	68 (Marsden)	Smoking Materials	10 pumps 1 special	4 Officers 50 FFs
12/04/09 10:15	Oldham Road, Rishworth	Moorland	64 (Halifax)	Deliberate	25 pumps 5 specials	9 Officers 126 FFs

## 9. Home Fire Safety Checks

The number of home fire safety checks in February has been recorded as 5039, which is 351 more than the average monthly target. In twelve months of 2008/9, WYFRS have exceeded the target by 6,177. The chart shows performance against the average monthly target and is formatted as per the traffic light colour scheme.



The Year 2 IRMP specified a target of 450,000 home fire safety checks to be completed by 31 March 2013. Averaged over the eight-year period, this sets an annual target of 56,250. The number of completed home fire safety checks for 2008/9 was recorded on PIMS as 62,427 which is 111% of this target. This total easily exceeds the 2007/8 total of 60,420. From the beginning of 2004/5 to date, a total of 327,897 home fire safety checks have been completed, representing progress of 73% towards the overall 2013 target of 450,000.



## Smoke Alarm Ownership

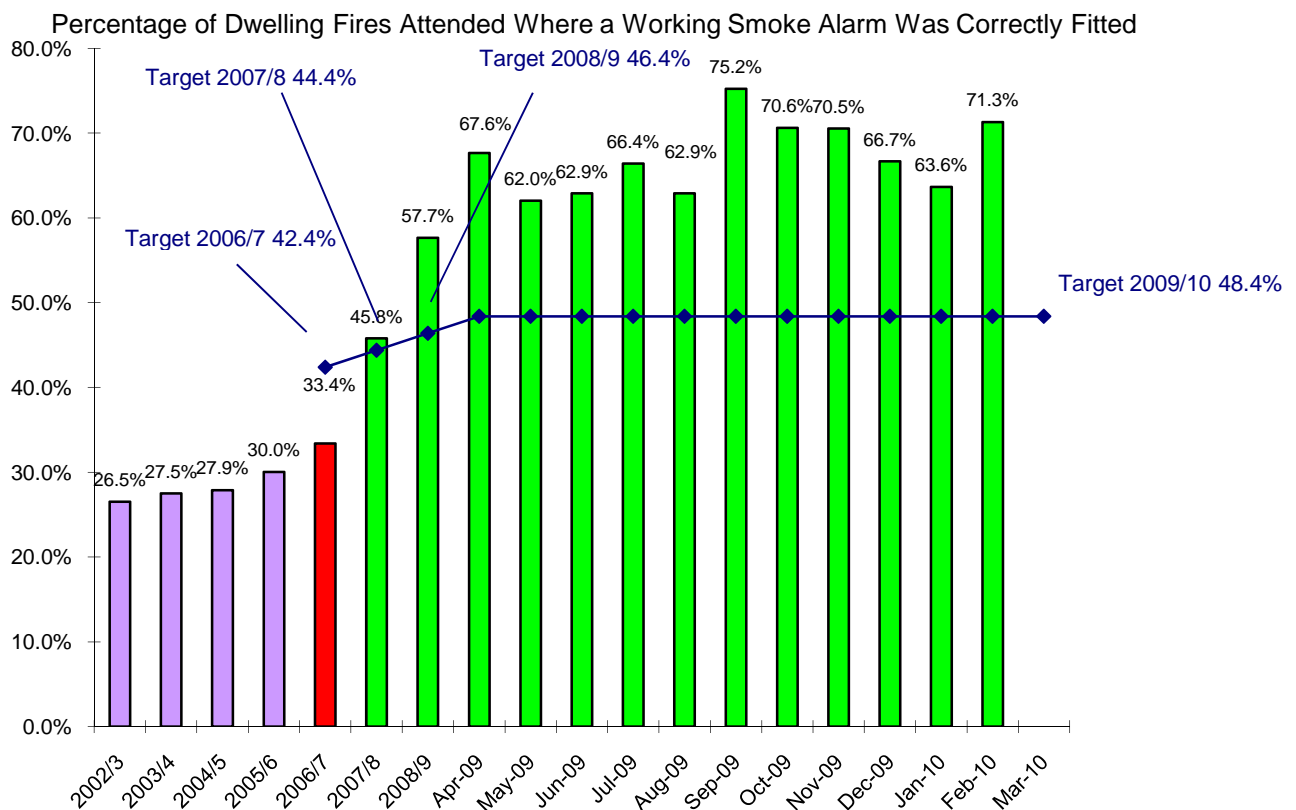
Better performance is indicated by a higher percentage.

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

Through analysis of high risk areas and groups, with improvements in partner referrals and the targeting of resources, performance improved considerably during 2008/9, leading to a significantly improved outturn figure of 57.7%, far exceeding the target of 46.4%, and this improvement has continued in the eleven months of 2009/10.

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

Note: Targets differ to those set in indicator SD10.



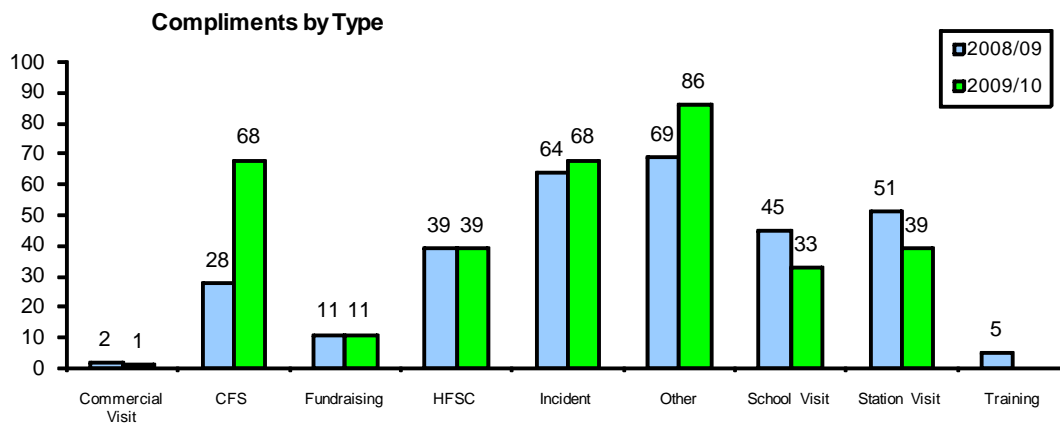
- Purple indicates no target set
- Red indicates target not achieved
- Amber indicates satisfactory performance (within 10% of target)
- Green indicates target achieved or exceeded

## 10. Compliments and Complaints

### Compliments

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

In the eleven months of 2009/10, West Yorkshire FRS has recorded 345 compliments, which is slightly more than the previous year's average of approximately 26.17 per month (314 in total).

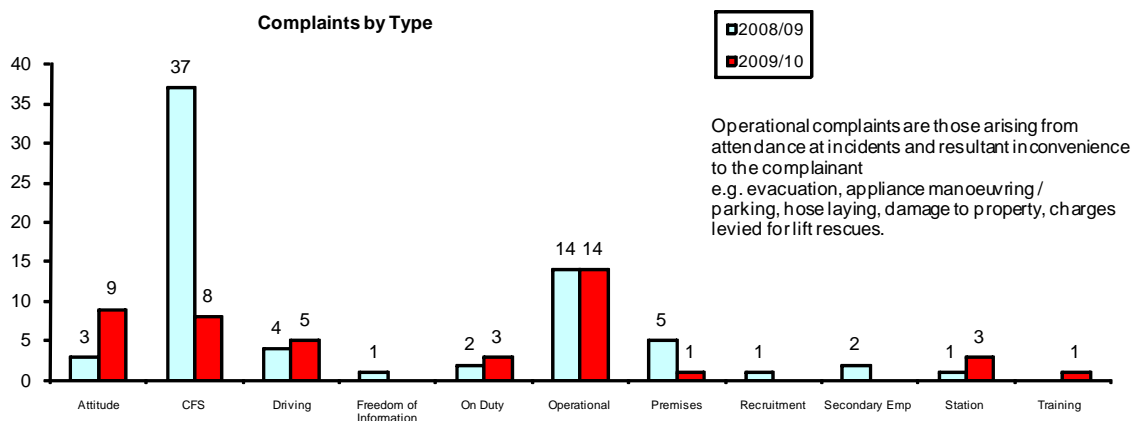


### Complaints

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

Forty-one of the 2009/10 complaints have been resolved at Stage I of the complaints procedure. Twenty-one of the complaints were upheld. All complaints are dealt with in a consistent manner, with appropriate remedial action taken where necessary.

One 2009/10 complaint went to stage three but its investigation was concluded 26/01/10.



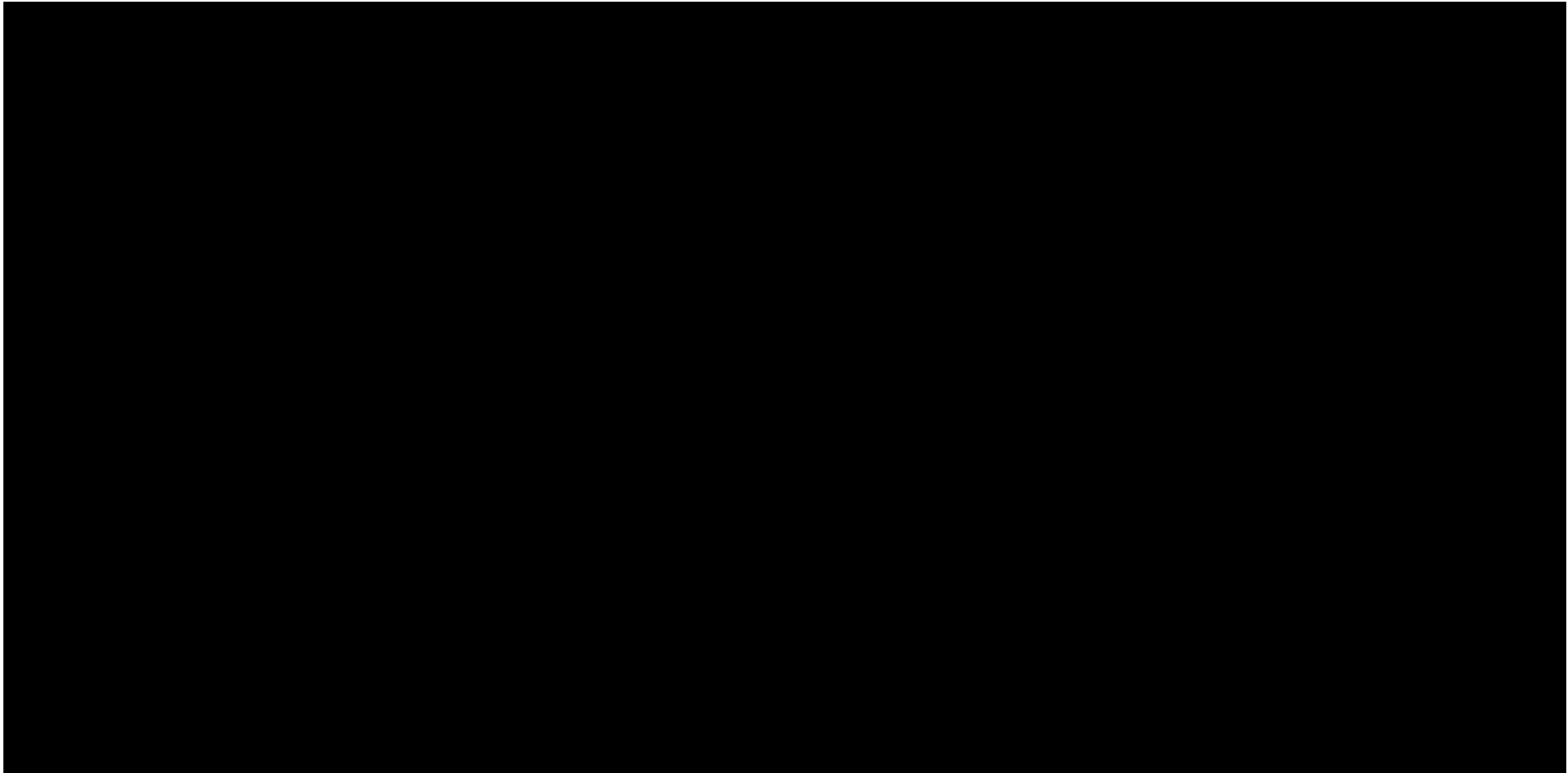


## 11. Violence at Work

### Attacks on Personnel

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

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



In the eleven months of 2009/10, there have been 76 incidents of violence reported by West Yorkshire FRS staff, which is an average of 6.9 per month, indicating a reduction of approximately 34.91% on the number of incidents reported for 2008/9 (127 for the full year, at an average of approximately 10.6 per month).

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

However, there is a danger that the frequency and severity of the 76 attacks out of 46646 attendances may seem insignificant when considering these very small percentages (0.16% overall).

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

### **District Actions to Address Violence**

Districts are taking the following actions:

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

There was a significant reduction in the number of attacks towards the end of the year and there were actually no attacks during December 2009. Work continues within a number of schools where individuals and target years have received joint awareness training from the Bradford Arson Task Force and Police NPT. An excellent start has been made to 2010 with no attacks reported for January or February. However, bad weather almost certainly played a part, so it is important not to be too complacent.

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

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

Calderdale operates a zero tolerance towards violence towards staff issues, this has led to more incidents being recorded by fire crews and fire and rescue staff. Calderdale District staff and the Arson Task Force team work with police to reduce the number of incidents of fire and possible confrontation. Assistant District Manager for Operations and Training attends a fortnightly meeting chaired by a Superintendent at Halifax Police Station, which is also attended by Inspectors from the four Neighbourhood Policing Teams (NPTs). Any incidents of violence to staff are discussed at this meeting, it is also raised as a standing agenda item at district management meetings; introduced daily electronic recording system

which is monitored by district personnel. All watches have also had the procedure (in relation to recording such incidents) confirmed whilst attending watch input days at Halifax Station.

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

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

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

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

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

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

All Leeds District Station managers have been encouraged to form direct links with Neighbourhood Policing Teams, multiple "Operation Champions" have been and continue to be completed throughout the district year on year. The volume of work continually completed in community engagement and education by Community Safety Staff and Operational Personnel has begun to pay dividends. The instances of violent acts committed against Fire Authority staff within the Leeds District has fallen to an impressive low, this trend reflects the commitment and groundwork that has been applied throughout the district by all personnel.

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

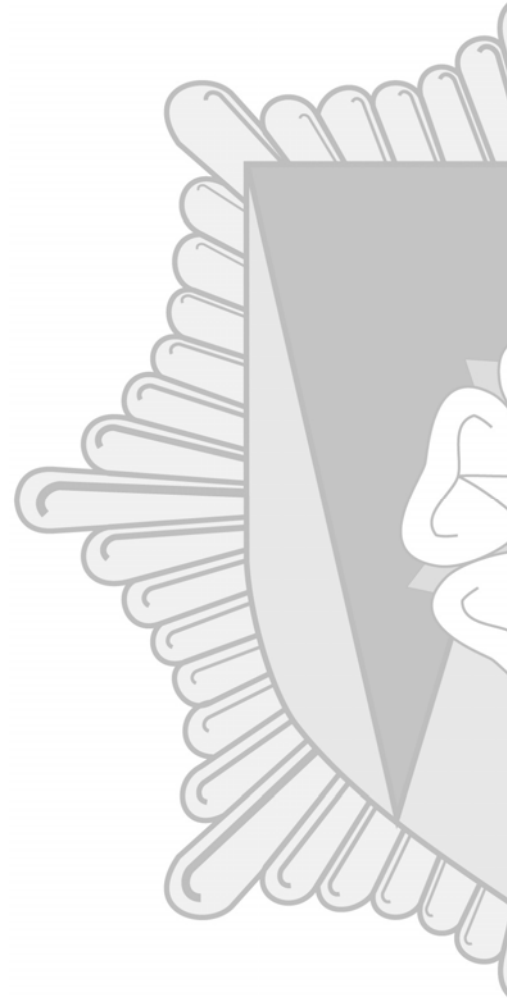
Recent meetings have taken place with the head of youth services and members of the youth services team, to explore and develop joint work streams. One area being developed is to provide engagement opportunities in the event of an attack over and above the work done at Young Firefighter level.

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

Recent issue with youths setting fire to wheelie bins containing aluminium beer kegs in Featherstone has resulted in multi-agency action to reduce ASB in this area of the Wakefield District.

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

# ***PREVENTING PROTECTING RESPONDING***



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

[www.westyorksfire.gov.uk](http://www.westyorksfire.gov.uk)

<b>WYFRA</b>	<b>FULL AUTHORITY</b>	<b>30 April 2010</b>	<b>ITEM</b>
--------------	-----------------------	----------------------	-------------

**REPORT OF:** THE DIRECTOR OF CORPORATE RESOURCES

**PURPOSE OF REPORT:** TO CONSIDER A PROGRAMME OF AUTHORITY AND COMMITTEE MEETINGS FOR 2010 / 2011

**RECOMMENDATION:** (i) THAT CONSIDERATION BE GIVEN TO CHANGING THE FREQUENCY OF AUDIT COMMITTEE MEETINGS  
(ii) THE PROGRAMME OF MEETINGS FOR 2010 / 2011 BE APPROVED.

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS**

**EXEMPTION CATEGORY:** None

**ACCESS CONTACT OFFICER:** Nicola Houseman 01274 655740

**BACKGROUND PAPERS OPEN TO INSPECTION:** None

## **SUMMARY**

A new programme of meetings for the forthcoming municipal year has to be agreed by the full Authority prior to it becoming effective immediately following the Annual General Meeting in June.

## **1 BACKGROUND**

- 1.1 It is necessary to give consideration to the programme of meetings for the next municipal year starting in July 2010 based on a five-cycle year.
- 1.2 The Executive Committee will meet, if required, on the 3<sup>rd</sup> Friday of the month and Standards Committee will meet on a six monthly basis (October and April)
- 1.3 With regard to the cycle of Audit Committee meetings and the content of the work programme for the committee, it is proposed that the five meeting cycle be reduced to four meetings per year to coincide with the external / internal audit reporting periods.
- 1.4 Accordingly, the following detailed programme is recommended for adoption by the Authority:

<b>FRIDAY PERSONNEL &amp; TRAINING COMMITTEE</b>	<b>FRIDAY FINANCE &amp; RESOURCES COMMITTEE</b>	<b>FRIDAY AUDIT COMMITTEE (quarterly)</b>	<b>FRIDAY AUTHORITY  (25 June 2010)</b>
<b>2 July 2010</b>	<b>9 July 2010</b>	<b>10 Sept 2010</b>	<b>17 September 2010</b>
<b>24 Sept 2010</b>	<b>1 October 2010</b>		<b>3 December 2010</b>
<b>12 November 2010</b>	<b>19 Nov 2010</b>	<b>4 February 2011</b>	<b>18 February 2011</b>
<b>28 January 2011</b>	<b>21 Jan 2011</b>	<b>29 April 2011</b>	<b>15 April 2011</b>
<b>8 April 2011</b>	<b>1 April 2011</b>	<b>17 June 2011</b>	<b>24 June 2011 (AGM)</b>

<b>WYFRA</b>	<b>FULL AUTHORITY</b>	<b>30 April 2010</b>	<b>ITEM</b>
--------------	-----------------------	----------------------	-------------

**REPORT OF:** Deputy Chief Fire Officer

**PURPOSE OF REPORT:** TECHNICAL SERVICES FEASIBILITY STUDY (SHARED SERVICES) PROGRESS REPORT

**RECOMMENDATION:** TO NOTE THE GOOD PROGRESS MADE BY THE FEASIBILITY STUDY TO DATE

#### **LOCAL GOVERNMENT ACCESS TO INFORMATION ACT DETAILS**

**EXEMPTION CATEGORY:** None

**ACCESS CONTACT OFFICER:** Noel Rodriguez  
Senior Corporate Resources Manager

**BACKGROUND PAPERS OPEN TO INSPECTION:** Tech Services Study 24 July 2009  
Tech Services Study update 7 Jan 2010

#### **SUMMARY**

The shared services feasibility study funded by the Regional Improvement and Efficiency Partnership (RIEP) is progressing well and a number of opportunities for efficiency through shared services are emerging. Regional Management Board Members received a detailed progress report a meeting held on 25 March when it was resolved that the progress made on the study be reported back to each constituent Fire Authority.



## **1. BACKGROUND**

- 1.1 Towards the end of 2009, the Regional Management Board applied to the Regional Improvement and Efficiency Partnership (RIEP) for funding to support work to identify efficiencies through improved collaboration and shared services between the four Fire and Rescue Authorities of Yorkshire and the Humber in the areas of Technical Services. For the purposes of this project, Technical Services incorporates Premises, Transport, ICT, Operational Equipment and Uniform.
- 1.2 The RIEP subsequently approved a grant of £80,000 for this project and at its meeting of 7 January 2010 Members of the Regional Management Board approved the commencement of an independent feasibility study to identify opportunities for efficiencies and Northgate Public Services were appointed as the consultants to undertake this work following an open tender process.
- 1.3 The Deputy Chief Fire Officer of West Yorkshire Fire and Rescue Service was appointed as the Project Sponsor for the feasibility study and Cllr Coulson was appointed to the role of Member Champion within his existing RMB responsibilities as the RIEP Member Champion.

## **2.0 PROCESS TO DATE**

- 2.1 A significant amount of research has been undertaken by the team from Northgate to gather a wide range of data in relation to the costs and processes adopted by all four Fire and Rescue Authorities. This data is now being utilised to benchmark performance and to consider the most efficient and effective means of delivering these important areas of service support. The emerging findings include some opportunities for individual Authorities as well as greater opportunities arising from a more collaborative approach.
- 2.2 The terms of reference for the study included consideration of the opportunities for wider collaboration at regional and sub regional level with other public sector organisations, for example the police and local authorities. Whilst some work has been undertaken in this area it remains at a high level at this stage.
- 2.3 Weekly Progress meetings have been held between Northgate and the Project Sponsor and the Member Champion has received a formal project briefing from Northgate and the Project Sponsor.

## **3.0 NEXT STEPS**

- 3.1 Immediately following the Yorkshire and Humberside Regional Management Board meeting of 25 March, Members and Officers received a detailed progress report highlighting potential areas for shared services and some initial indications of how these could be delivered, with some indications of the efficiencies that could be achieved.
- 3.2 A final report will be submitted to the Annual meeting of the RMB where Members will wish to consider how to take forward the opportunities identified.

## **4 RECOMMENDATION**

4.1 Members are requested to note the progress made by the feasibility study to date.

# WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

## MINUTES OF THE MEETING HELD AT FIRE AND RESCUE SERVICE HEADQUARTERS, BIRKENSHAW, ON FRIDAY 30 APRIL 2010

Present : Councillors D Ridgway (in the chair); M Akhtar, S Armitage, V Binney, P Booth, A Castle, M Coulson, J Dodds, D Firth, D Ginley, D Gray, T Hardwick, P Harrand, D Hollingsworth, M Jamil, M Khan, G Kirkland, A McKenna, D O'Neill, M Rafique (for agenda items 14 – 15 only, Min nos. 98 and 99 refer) and T Wallis

### 85 CHAIRMAN'S ANNOUNCEMENTS

#### Member workshop

The Chair took the opportunity to advise Members that there would be a Member workshop for new and returning Members on 16 September 2010 and all were encouraged to attend.

### 86 ADMISSION OF THE PUBLIC

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

### 87 URGENT ITEMS

None.

### 88 DECLARATIONS OF INTEREST

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

### 89 MEMBERSHIP OF THE AUTHORITY AND COMMITTEE APPOINTMENTS

Consideration was given to a report of the Director of Corporate Resources which advised of a change in membership of the Authority with effect from 25 March 2009 as follows;

Councillor Mohammed Rafique (Labour) replaced Councillor Finnigan (Morley Borough Independent)

It was reported that the changes would require an adjustment to the Committee seat allocations.

## **RESOLVED**

- (i) That, consequent upon the changes to membership and committee seat allocations, the following amendments be made ;

### Audit Committee

Councillor O'Neill (Liberal Democrat) be removed from the membership

Councillor Mohammed Rafique (Labour) be appointed to the Committee (Councillors Coulson, Wallis and Dodds to substitute)

### Personnel and Training Committee

Councillor Harrand be appointed as additional substantive member of the Conservative Group (Councillors Booth, Ginley and Castle to substitute) and Councillor Castle be appointed substitute in the vacancy created by the change in status of Councillor Harrand

and;

- (ii) That consideration of the appointment to the Information Governance Member champion vacancy be deferred to the Annual General Meeting of the Authority to be held on 25 June 2010.

## **90 MINUTES OF THE LAST MEETING**

With reference to Min. no. 76 – Medium Term Financial Strategy, and specifically the approval given to the Treasury Management Strategy, it was reported that, consequent upon the recent downgrading of the Spanish credit rating, investments in the Santander Group (Alliance and Leicester) had been withdrawn and re-invested. The Santander Group had also been removed from the Authority's list of approved institutions.

## **RESOLVED**

That, subject to an amendment to the list of Members present at the meeting and deletion of the list of apologies, the Minutes of the Authority at a meeting held on 19 February 2009 be signed by the Chair as a correct record.

## **91 MINUTES OF THE FINANCE AND RESOURCES COMMITTEE**

## **RESOLVED**

That the Minutes of the Finance and Resources Committee at meetings held on 5 March and 23 April 2010 be received.

**92 MINUTES OF THE STANDARDS COMMITTEE**

**RESOLVED**

That, subject to an amendment to the list of those Members present at the 12 March meeting, the Minutes of the Standards Committee at meetings held on 12 and 16 March 2010 be received.

**93 MINUTES OF THE AUDIT COMMITTEE**

**RESOLVED**

That the Minutes of the Audit Committee at a meeting held on 19 March 2010 be received.

**94 MINUTES OF THE PERSONNEL AND TRAINING COMMITTEE**

**RESOLVED**

That the Minutes of the Personnel and Training Committee at a meeting held on 26 March 2010 be received.

**95 LOCAL GOVERNMENT ASSOCIATION - MINUTES**

**RESOLVED**

- (i) That the Minutes of the Fire Services Forum at a meeting held on 12 February 2010 be received;
- (ii) That the Minutes of the Fire Services Management Committee at a meeting held on 8 March 2010 be received; and
- (iii) That the Minutes of the Safer Communities Board at a meeting held on 15 March 2010 be received.

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

**RESOLVED**

That the Minutes of a meeting of the Yorkshire and Humberside Regional Management Board held on 25 March 2010 be received.

**97 PERFORMANCE MANAGEMENT REPORT**

The Chief Fire Officer / Chief Executive submitted a report which outlined the activities of the Brigade in the areas of Operations and technical matters for the period 1 April 2009 to 28 February 2010. A number of specific issues were drawn to Members' attention including;

- Indicator improvements - comparison with previously reported figures
- Inclusion of Lancashire Fire and Rescue as a comparator (best performing Authority under the Comprehensive Area Assessment process)
- Reduction in attacks on firefighters – secondment of Police Officer to Gipton as funded by the Performance Reward grant

**RESOLVED**

That the report be noted.

**98 CALENDAR OF MEETINGS 2010 - 11**

Members considered a report of the Director of Corporate Resources which sought approval for a programme of Authority and Committee meetings for 2010 / 2011.

Members were also invited to consider the frequency of the Audit Committee meetings with a view to ensuring that they coincided with the internal and external audit reporting periods.

**RESOLVED**

- (i) That the Audit Committee cycle be amended for 2010 / 2011 to reflect the internal and external audit reporting periods and meets on a quarterly basis; and
- (ii) That, with reference to (i) above and pending a report to the AGM meeting on 25 June detailing any clashes with meetings of the LGA Fire Forum and proposals to alleviate the impact, the programme of meetings for 2010 / 2011 be recommended as follows;

<b>FRIDAY</b> <b>PERSONNEL &amp; TRAINING COMMITTEE</b>	<b>FRIDAY</b> <b>FINANCE &amp; RESOURCES COMMITTEE</b>	<b>FRIDAY</b> <b>AUDIT COMMITTEE (quarterly)</b>	<b>FRIDAY</b> <b>AUTHORITY</b>  <b>(25 June 2010)</b>
<b>2 July 2010</b>	<b>9 July 2010</b>	<b>10 Sept 2010</b>	<b>17 Sept 2010</b>
<b>24 Sept 2010</b>	<b>1 Oct 2010</b>		<b>3 Dec 2010</b>
<b>12 Nov 2010</b>	<b>19 Nov 2010</b>	<b>4 Feb 2011</b>	<b>18 Feb 2011</b>
<b>28 Jan 2011</b>	<b>21 Jan 2011</b>	<b>29 April 2011</b>	<b>15 April 2011</b>
<b>8 April 2011</b>	<b>1 April 2011</b>	<b>17 June 2011</b>	<b>24 June 2011</b> <b>(AGM)</b>

**99 TECHNICAL SERVICES FEASIBILITY STUDY (SHARED SERVICES)  
PROGRESS REPORT**

The Deputy Chief Fire Officer submitted a report which set out the progress made by the Technical Services (shared services) feasibility study.

The study had been commissioned by the Regional Management Board and funded by a successful bid to the Regional Improvement and Efficiency Partnership (RIEP). This report advised Members that the study had been progressing well and a number of opportunities for efficiency through shared services had been identified.

It was reported that the final outcome of the review would be submitted for consideration by the Regional Management Board at its Annual meeting to be held on 29 July 2010.

**RESOLVED**

- (i) That the report be noted; and
- (ii) That a copy of the interim report by the consultants, Northgate, be circulated to all Members for their information.

Chair