



Minutes

Full Authority

Date: 28 June 2013

Time: 10.30 a.m.

Venue: FIRE AND RESCUE SERVICE HEADQUARTERS, BIRKENSRAW

Present: Councillors M Khan (in the chair), C Burke, P Caffrey, J Cummins, J Dodds, R Grahame, D Gray, J Hardy, P Harrand, L Holmes, J Hughes, A Hussain, M Shaw, B Smith, A Taylor, G Thornton, C Townsley, A Wainwright, A Wallis and G Wilkinson

In Attendance: N/A

Apologies: Councillors T Austin and M Harland

1 APPOINTMENT OF CHAIR

RESOLVED

That Councillor Mehboob Khan (Labour) be appointed Chair of the Authority for the 2013 – 14 year.

2 APPOINTMENT OF VICE CHAIR

RESOLVED

That Councillor Judith Hughes (Labour) be appointed Vice Chair of the Authority for the 2013 – 14 year.

3 MEMBERSHIP OF THE AUTHORITY

The Director of Corporate Resources submitted a report detailing the Membership of the Authority for 2013 / 14 as notified by District Councils.

Bradford	Councillor Mark Shaw (Conservative) replacing Councillor Debbie Davies (Conservative)
Calderdale	Councillor Peter Caffrey (Conservative) replacing Councillor Peter Wardhaugh (Liberal Democrat)
Leeds	Councillor John Hardy (Labour) replacing Councillor Brian Selby (Labour) Councillor Mary Harland (Labour) replacing Councillor Sharon Hamilton (Labour) Councillor Judith Cummins (Labour) replacing Councillor Karen Renshaw (Labour)
Kirklees	No change
Wakefield	No change

With effect from 28 June 2013, the political composition of the Authority was;
Labour 13; Conservative 6 and Liberal Democrat 4

RESOLVED

That the report be noted.

4 CHAIRMAN'S ANNOUNCEMENTS

ACO Craig McIntosh – Retirement

The Chair took the opportunity to advise Members that this would be the last meeting attended by ACO Craig McIntosh (Director of Strategic Support) who would be retiring from the Authority on 19 July 2013.

Members expressed their thanks for his work and commitment and specifically relating to community fire safety.

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 disclosures of disclosable pecuniary interest were made in any matter under discussion at the meeting.

8 AUTHORITY CONSTITUTION – REVIEW

Consideration was given to a report of the Director of Corporate Resources which sought approval for proposed amendments to the Authority's Constitution document as part of the annual review process as follows;

- Part 5 – Codes of Conduct and Protocols – Officer Employment Procedure Rules – Disciplinary Action

Members were advised that this review had been requested at a meeting of the Executive Committee which had been convened following receipt of a complaint made by a member of the public / former employee about a number of the Authority’s senior officers.

RESOLVED

That the changes to the Constitution detailed in the report be approved and a revised Constitution be re-issued.

9 COMMITTEE MEMBERSHIPS AND APPOINTMENTS 2013 – 14

Consideration was given to the appointment of Committees, their composition, the allocation of committee seats between the political groups in accordance with the principles of determination in Sections 15 and 16 of the Local Government and Housing Act 1989 (Part 1) and to the appointment of Members, Chairs and Vice chairs to the Authority’s Committees and also to the Authority’s Briefing Groups.

RESOLVED

- (a) That, in accordance with the principles of determination set out in Sections 15 and 16 of the Local Government Act 1989 (as modified) the allocation of Committee seats between the political groups be as follows;

Ordinary seats	45
Labour	27
Conservative	12
Liberal Democrat	6

- (b) That, pursuant to the allocation at (a) above, the Committee memberships and Substitute memberships for 2013 – 14 be approved as detailed at Annex A to these Minutes;
- (c) 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 Committee	J Cummins	J Dodds
Finance and Resources Committee	B Smith	A Hussain
Human Resources Committee	G Thornton	R Grahame
Community Safety Committee	T Austin	A Wallis

- (d) That the appointments to the membership of the 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 FOR 2013 – 14

RESOLVED

- a) 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 as follows;

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

and

- b) That the Members at a) above be approved as District Community Safety Lead representatives for 2013 – 14.

11 REPRESENTATION ON OUTSIDE BODIES FOR 2013 / 14

Members considered the appointment of representatives to serve on the Local Government Association and other outside bodies for the year 2013 / 14.

RESOLVED

- (a) That the following appointment be made for 2013 / 14;

Local Government Yorkshire And Humber (Employers' Committee)	-	Councillor R Grahame
Association of Metropolitan Fire Authorities (AMFRA)	-	Chair and Vice chair of the Authority (or their nominees)

- (b) That Members be circulated with the Terms of Reference for the following and that nominations be received;

Local Government Association

LGA General Assembly	-	4 vacancies (3 Lab 1 Con)
LGA Fire Commission	-	3 vacancies (2 Lab 1 Con)
LGA Urban Commission	-	2 vacancies (2 Labour)

Local Government Yorkshire and Humber Council (LGYH)	-	1 vacancy
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Yorkshire Purchasing Organisation (YPO)
Management Committee

- 1 vacancy (non-voting Associate
member)

Safer Communities Strategy Group

- 1 vacancy

(c) That the nominations at (b) above be reported to the September 2013 Authority meeting;
and

(d) That the payment of travel and subsistence expenses related to the appointment (as
appropriate) of a balancing member on the LGA Fire Commission continue to be index
linked and set by the Chief Finance Officer.

12 MINUTES OF LAST MEETINGS

RESOLVED

That the Minutes of the Authority at meetings held on 21 February 2013 and 28 March 2013 be
signed by the Chair as correct records.

13 MINUTES OF THE EXECUTIVE COMMITTEE

RESOLVED

That the Minutes of the Executive Committee held on 15 March and 10 May 2013 be received.

14 MINUTES OF THE HUMAN RESOURCES COMMITTEE

RESOLVED

That the Minutes of the Human Resources Committee held on 12 April 2013 be received.

15 MINUTES OF THE AUDIT COMMITTEE

RESOLVED

That the Minutes of the Audit Committee held on 19 April 2013 be received.

16 MINUTES OF THE COMMUNITY SAFETY COMMITTEE

RESOLVED

That the Minutes of the Community Safety Committee held on 26 April 2013 be received.

17 MINUTES OF THE LOCAL GOVERNMENT ASSOCIATION

RESOLVED

- (a) That the Minutes of the Safer and Stronger Communities Board held on 14 January and 11 March 2013 be received;
- (b) That the Minutes of the Fire Services Management Committee held on 25 January and 11 March 2013 be received; and
- (c) That the Minutes of the Fire Commission at a meeting held on 15 February 2013 be received.

18 PERFORMANCE MANAGEMENT REPORT – YEAR ENDING 31 MARCH 2013

The Director of Corporate Resource submitted a report which informed Members of the Authority's performance against key performance indicators for the year ended 31 March 2013.

Members were advised that the total major injuries (CH5c) should have been reported as 5 and their support was sought by officers as appropriate for increased smoke alarm ownership in private rented accommodation.

Several areas of performance were commented on including;

- Number of injuries in accidental dwelling fires (SD3)
- Recording equipment on CARP (Combined Aerial Rescue Platform) equipment
- Smoke alarms versus sprinkler systems (residential property)

Members received a verbal update on the M62 road traffic collision on 26 April 2013, including comment on the managed motorways system from an emergency services point of view (use of hard shoulder to ease congestion).

RESOLVED

That the report be noted.

19 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

The opportunity was taken to advise Members of the error in reporting total injuries during the year (5 and not 6 as reported).

In response to a query about the recent rise in the number of complaints during 2011 – 12, Members were advised that action had subsequently been taken in terms of improved and increased opportunity for staff e-learning (including training in Customer Care) and this had resulted in a fall in complaints in 2012 – 13.

RESOLVED

That the report be noted.

20 WEST YORKSHIRE FIRE AND RESCUE AUTHORITY – STATEMENT OF PURPOSE

Consideration was given to a report of the Chief Fire Officer and Chief Executive which presented the first West Yorkshire Fire and Rescue Authority Statement of Purpose for Member approval.

The Statement provided a link between the Government's priorities and objectives as defined in the Fire and Rescue National Framework for England and the Authority's own statutory functions and strategic plans.

It was reported that one requirement of the Framework was the publication by the Authority of an annual statement of assurance on financial, governance and operational matters and Members were advised that this would be produced based on the information contained within the approved Statement of Purpose.

RESOLVED

That approval be given to the West Yorkshire Fire and Rescue Authority Statement of Purpose as detailed at Annex A to the report now submitted.

21 PROTOCOL ON GOVERNMENT INTERVENTION

The Director of Corporate Resources submitted a report which advised of the publication by Communities and Local Government (CLG) of a protocol on Government intervention action in Fire and Rescue Authorities in England by way of compliance with section 23 of the Fire and Rescue Services Act 2004.

RESOLVED

That the report be noted.

22 IRMP CONSULTATION – COMBINED AERIAL RESCUE PUMP AT LEEDS (CARP)

Members considered a report of the Chief Fire Officer and Chief Executive which sought approval for the commencement of internal consultation on the provision of a Combined Aerial Rescue Pump (CARP) at Leeds fire station.

It was reported that the CARP would replace a front line fire appliance and an aerial appliance at significantly reduced cost (£0.5m) and purchase had been approved in the Authority's capital

plan. Introduction of the equipment would result in the reduction of a number of operational posts (16) at Leeds fire station once implemented and, in accordance with the Authority's approved consultation policy, it had been considered appropriate to undertake limited internal consultation on the proposal.

Members were advised that similar equipment had been successfully introduced at both Halifax and Wakefield and approval had been given for two more CARPs at Bradford and Huddersfield.

RESOLVED

That approval be given to the commencement of internal consultation in relation to the introduction of a Combined Aerial Rescue Pump at Leeds fire station.

23 FACING THE FUTURE – REVIEW OF EFFICIENCIES AND EFFECTIVENESS AND OPERATIONS IN FIRE AND RESCUE AUTHORITIES IN ENGLAND

The Chief Fire Officer and Chief Executive submitted a report which advised of the findings of the Government sponsored review undertaken by Sir Ken Knight of efficiencies and operations in fire and rescue authorities in England.

An initial analysis had been undertaken to measure West Yorkshire Fire and Rescue Authority against the key findings of the report and Members were advised that this Authority had been visited during the course of the drafting of the review in recognition of it being at the forefront of modernisation and innovation in the Fire and Rescue Service.

The Chief Fire Officer took the opportunity to advise Members that Officers would continue to explore the opportunity for regional collaboration with other neighbouring authorities but he considered there was likely to be greater potential and scope by working with the five local West Yorkshire District Councils and emergency services.

RESOLVED

That the report and initial assessment of the position of West Yorkshire Fire and Rescue Authority in relation to the key findings contained in the "Facing the Future" report be noted.

24 RIPA POLICY (REGULATION OF INVESTIGATORY POWERS ACT 2000)

Consideration was given to a report of the Director of Corporate Resources which sought approval for a revision to the Authority's revised RIPA policy (Regulation of Investigatory Powers Act 2000). The report also invited Members to consider the use of the policy.

It was reported that the revisions had been made to take account of;

- new legislation (Protection of Freedoms Act 2012)
- scope (exclusion of employee monitoring)
- revised Home Office Codes of Practice
- use of Home Office forms
- revised roles, responsibilities and authorisation levels
- reporting requirements
- policy review and development

Members were advised that no requests, authorisations or rejections for covert investigatory techniques covered by RIPA had been made or received by this Authority during 2012 – 13.

RESOLVED

That the RIPA policy (Regulation of Investigatory Powers Act 2000) be approved as detailed at the annex to the report now submitted.

Chair

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

COMMITTEE MEMBERSHIP 2013 / 2014

As at June 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 (Vice chair)
M Hardy
M Harland
M Khan
G Thornton (Chair)
A Wainwright

CONSERVATIVE (4)

P Caffrey
L Holmes
A Taylor
G Wilkinson

LIBERAL DEMOCRAT (1)

C Burke

SUBSTITUTES

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

FINANCE AND RESOURCES COMMITTEE (11)

LABOUR (6)

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

CONSERVATIVE (4)

P Caffrey
P Harrand
M Shaw
G Wilkinson

LIBERAL DEMOCRAT (1)

C Townsley

SUBSTITUTES

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

AUDIT COMMITTEE (6)

LABOUR (4)

J Cummins (Chair)
J Dodds (Vice chair)
A Wainwright
A Wallis

CONSERVATIVE (1)

L Holmes

LIBERAL DEMOCRAT (1)

C Townsley

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
M Harland
J Hughes
M Khan
B Smith
A Wallis (Vice chair)

CONSERVATIVE (2)

L Holmes
A Taylor

LIBERAL DEMOCRAT (2)

C Burke
D Gray

SUBSTITUTES

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

CONSULTATION AND NEGOTIATION PANEL (5)

LABOUR (3)

J Hughes
M Khan
G Thornton

CONSERVATIVE (1)

P Harrand

LIBERAL DEMOCRAT (1)

C Townsley

SUBSTITUTES

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

BRIEFING GROUP ARRANGEMENTS

2013 / 2014

FULL AUTHORITY		
Group / Position	Member	Substitute
Chair	Mehboob Khan	Any Labour Member
Vice Chair	Judith Hughes	Any Labour Member
Conservative	Peter Harrand	Any Conservative Member

HUMAN RESOURCES COMMITTEE		
Group / position	Member	Substitute
Chair	Gill Thornton	Any Labour Member
Vice Chair	Ron Grahame	Any Labour Member
Conservative	Lisa Holmes	Any Conservative Member
FINANCE AND RESOURCES COMMITTEE		
Group / position	Member	Substitute
Chair	Bryan Smith	Any Labour Member
Vice Chair	Arif Hussain	Any Labour Member
Conservative	Peter Harrand	Any Conservative Member

AUDIT COMMITTEE		
Group / position	Member	Substitute
Chair	Judith Cummins	Any Labour Member
Vice Chair	Joanne Dodds	Any Labour Member
Conservative	Lisa Holmes	Any Conservative Member
COMMUNITY SAFETY COMMITTEE		
Group / position	Member	Substitute
Chair	Tracey Austin	Any Labour Member
Vice chair	Tony Wallis	Any Labour Member
Conservative	Angela Taylor	Any Conservative Member