

# **WEST YORKSHIRE FIRE AND RESCUE AUTHORITY**

## **MINUTES OF THE ANNUAL MEETING HELD AT FIRE AND RESCUE SERVICE HEADQUARTERS, BIRKENSHAW, ON FRIDAY 25 JUNE 2010**

Present : Councillors D Ridgway (in the chair); M Akhtar, V Binney, P Booth, A Castle, J Dodds, D Firth, D Gray, P Harrand, A Hussain, J Illingworth, M Iqbal, M Jamil, J Jarosz, M Khan, A Manifield, A McKenna, D O'Neill, R Pryke, B Smith and C Townsley

Apologies : Councillor T Hardwick

### **1 APPOINTMENT OF CHAIR**

Councillor Ridgway was proposed by Councillor Khan and seconded by Councillor McKenna. On a recorded vote at the request of Councillor Harrand, the following 15 Members voted in favour of the proposal:

Mahmood Akhtar, Joanne Dodds, David Gray, Arshad Hussain, John Illingworth, Mohammed Iqbal, Josephine Jarosz, Mehboob Khan, Albert Manifield, Andrea McKenna, David O'Neill, Ralph Pryke, David Ridgway, Bryan Smith and Chris Townsley.

The following 6 Members abstained from the vote:

Valerie Binney, Philip Booth, Ann Castle, Donald Firth, Peter Harrand and Mohammed Jamil.

#### **RESOLVED**

That Councillor David Ridgway (Liberal Democrat) be appointed Chair of the Authority for the 2010 / 2011 year.

### **2 APPOINTMENT OF VICE-CHAIR**

#### **RESOLVED**

That Councillor Mehboob Khan (Labour) be appointed Vice-Chair of the Authority for the 2010 / 2011 year.

### **3 MEMBERSHIP OF THE AUTHORITY**

The Director of Corporate Services submitted a report detailing the Membership of the Authority for 2010 / 2011 as notified by District Councils and indicating the following changes;

Calderdale	Councillor B Smith (Labour) replacing former Councillor D Ginley (Conservative)
Bradford	Councillor A Hussain (Labour) replacing Councillor N Ikram (Labour)
Leeds	Councillor Josephine Jarosz (Labour) replacing Councillor Mohammed Rafique (Labour), Councillor Mohammed Iqbal (Labour) replacing Councillor Mick Coulson (Labour) and Councillor John Illingworth (Labour) replacing Councillor Suzi Armitage (Labour). Councillor Ralph Pryke (Liberal Democrat) replacing former Councillor David Hollingsworth and Councillor Chris Townsley (Liberal Democrat) replacing Councillor Graham Kirkland (Liberal Democrat).
Wakefield	Councillor Albert Manifold (Labour) replacing Councillor Tony Wallis (Labour)

With effect from 24 June 2010 the political composition of the Authority would be; Labour 11; Conservative 6 and Liberal Democrat 5.

## **RESOLVED**

That the report be noted.

## **4 CHAIRMAN'S ANNOUNCEMENTS**

### New Members

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

### Large-scale incidents

The Chair took the opportunity to thank those firefighters involved in both the Grosvenor Chemical and Pelland Fire for their skill and dedication displayed during the incidents and particularly in view of the considerable dangers the fires posed.

## **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 COMMITTEE MEMBERSHIPS AND APPOINTMENTS 2010 / 2011

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.

In addition, consideration was given to the format and membership of the Briefing Groups convened prior to formal meetings of the principal Committees and of the Authority itself.

### 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;

<b>Ordinary Seats</b>	<b>36</b>
Labour	18
Conservative	10
Liberal Democrat	8

- (b) That pursuant to the allocation at (a) above, the Committee memberships and Substitute memberships for 2010 / 2011 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;

<b>Committee</b>	<b>Chair</b>	<b>Vice-Chair</b>
Executive	Councillor D Ridgway	Councillor M Khan
Personnel & Training	C Townsley	B Smith
Finance & Resources	A McKenna	R Pryke
Audit Committee	T Hardwick	D Gray
Standards Committee	Mr M Wilkinson	

- (d) That the alternative system of briefing prior to the Audit Committee, as

agreed on a 12-month trial basis at the 24 June 2009 meeting of the Authority, revert to the system previously adopted and used by other Committee chairs; and

- (e) That the appointments to the membership of the Briefing Groups be as detailed at Annex A to these Minutes.

## **9 NOMINATION OF MEMBERS TO ANSWER QUESTIONS**

### **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 as follows;

Bradford	Councillor V Binney
Calderdale	Councillor B Smith
Kirklees	Councillor D Ridgway
Leeds	Councillor A McKenna
Wakefield	Councillor T Hardwick

## **10 REPRESENTATION ON OUTSIDE BODIES**

Members considered the appointment of representatives to serve on the Local Government Association and other outside bodies for the year 2010 / 2011.

### **RESOLVED**

- (i) That the following appointments be made for 2010 / 2011;

Local Government Association

- |     |                  |   |
|-----|------------------|---|
| (a) | General Assembly | Chair<br>Councillors A McKenna, P Harrand and P Booth; or their nominees; |
| (b) | Fire Forum       | Councillors D Ridgway, A McKenna and P Harrand; or their nominees;        |
| (c) | Urban Commission | *Chair and Vice Chair   |

\* This is on the basis that the appointed representatives (or their nominees) will only attend when matters of relevance to the Fire Authority are scheduled for discussion.

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) - Vice chair of the Authority
- Yorkshire Purchasing Organisation Management Committee - Councillor J Illingworth
- Yorkshire and Humberside Fire Authorities' Regional Management Board - Councillors Ridgway (Liberal Democrat), Booth (Con), McKenna and Smith (Labour) or named substitutes as follows

<b>RMB Substantive Member</b>	<b>Substitute</b>
Councillor D Ridgway	Councillor R Pryke
Councillor P Booth	Councillor P Harrand
Councillor A McKenna	Councillor J Dodds
Councillor B Smith	Councillor T Hardwick

- Yorkshire and Humberside Regional Control Centre Local Authority Controlled Company - Councillors Ridgway (Liberal Democrat), Booth (Con), McKenna and Smith (Labour) or named substitutes as follows

<b>LACC Substantive Member</b>	<b>Substitute</b>
Councillor D Ridgway	Councillor R Pryke
Councillor P Booth	Councillor P Harrand
Councillor A McKenna	Councillor J Dodds
Councillor B Smith	Councillor T Hardwick

- Safer Communities Strategy Group - Councillor D Gray
- Fire Authorities Improvement Group (FIG) - Chair
- Association of Metropolitan Fire Authorities (AMFRA) - Chair and Vice chair

- (ii) That the 17 votes on the LGA General Assembly be allocated in accordance with political proportionality on the basis of Labour Group 8, Conservative Group 5 and Liberal Democrat Group 4. The Chair to

exercise the corporate vote; and

- (iii) That travel and subsistence expenses related to the appointment (as appropriate) of a balancing member on the LGA Fire Forum be index linked.

## **11 NOMINATION OF MEMBER CHAMPIONS**

The Director of Corporate Resources submitted a report which invited nominations for Member Champions for 2010 / 2011. Members were reminded of the approved protocol for member champions which had been adopted at the 18 December 2009 meeting of the full Authority.

### **RESOLVED**

That the following Member Champions be appointed for 2010 / 2011;

Equality and Fairness	Councillor J Jarosz
Learning and Development	Councillor D Firth
E-Champion	Councillor B Smith
Best Value	Councillor A Castle
Performance and Improvement	Councillor M Khan
Risk Management	Councillor P Booth
Environment	Councillor R Pryke
Information Governance	Councillor C Townsley

## **12 STANDARDS COMMITTEE – APPOINTMENT OF INDEPENDENT MEMBER**

Consideration was given to a report of the Director of Corporate Resources which sought approval for the appointment of an independent member of the Standards Committee, as recommended by the Executive Committee.

The appointment would fill a, soon to be vacant, position with effect from 30 June 2010 following the expiry of the term of office of the previous independent member.

### **RESOLVED**

- (i) That approval be given to the appointment of Mr D Morgan as independent member of the Standards Committee in accordance with the recommendation of the Executive Committee; and
- (ii) That Mr Morgan be appointed for a period of three years subject to continuance of the statutory requirements for independent members.

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

**RESOLVED**

That the Minutes of the Authority at a meeting held on 30 April 2010 be signed by the Chair as a correct record.

**14 MINUTES OF THE EXECUTIVE COMMITTEE**

**RESOLVED**

That the Minutes of the Executive Committee at meetings held on 10 and 24 May 2010 be received.

**15 MINUTES OF THE STANDARDS HEARING PANEL**

**RESOLVED**

That the Minutes of the Standards Hearing Panel at a meeting held on 19 May 2010 be received.

**16 MINUTES OF THE AUDIT COMMITTEE**

**RESOLVED**

That the Minutes of the Audit Committee at a meeting held on 18 June 2010 be received.

**17 LOCAL GOVERNMENT ASSOCIATION - MINUTES**

**RESOLVED**

- (i) That the Minutes of the Fire Services Management Committee at a meeting on held on 24 May 2010 be received; and
- (ii) That the Minutes of the Safer Communities Board at a meeting held on 17 May 2010 be received.

## **18 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 2010 to 30 April 2010.

It was reported that there had been recent changes to the national indicator set (deletion of fire indicators 33 – Arson and 49 – Fire deaths). Members were advised however that these would continue to be recorded under the Authority's own performance delivery indicators.

Members discussed specifically issues related to the improved sickness levels, causes for seasonal variations in deliberate secondary fires and road safety statistics.

### **RESOLVED**

- (i) That the report be noted; and
- (ii) That Members be circulated with a breakdown of ethnicity in respect of road safety statistics.

## **19 CONSTITUTION UPDATE**

Consideration was given to a report of the Director of Corporate Resources which sought approval for proposed changes to the Authority constitution as detailed in the report now submitted and concerning the following issues;

- Appointment of Standards sub-committee chairs
- Revised procedures for the arrangement of and processes for investigations into Members' conduct
- Criteria for the authorisation for the transfer of resources up to £100,000
- Transfer of responsibility for maintenance of register of partnerships

### **RESOLVED**

That approval be given to the recommended changes to the Authority's Constitution as detailed in the report now submitted.

## **20 TRAUMA CHALLENGE EVENT – APPROVAL FOR OVERSEAS TRAVEL**

The Director of Human Resources submitted a report which sought approval for a team of two firefighters to attend the World Trauma Challenge in Cork, Eire in September 2010.

Members were advised that the anticipated cost of approximately £680 could be



met from within the existing training budgetary provision.

## **RESOLVED**

That approval be given to the team entry into the World Rescue Organisation (WRO) Trauma Challenge to be held in Cork, Eire in September 2010.

## **21 FINANCIAL OUTTURN 2009 / 10**

The Chief Finance Officer submitted a report which presented a review of the financial year 2009 – 2010.

The review reported on the following elements;

- Statement of accounts
- Treasury management report
- Members' allowances outturn

## **RESOLVED**

- (i) That the Revenue and Capital Outturns for 2009 / 2010 be noted;
- (ii) That approval be given to the Annual Governance Statement;
- (iii) That the Statement of Accounts 2009 / 2010 be approved and that the Accounts be signed by the Chair to certify this approval;
- (iv) That the Treasury Management report for 2009 / 2010 be noted; and
- (v) That the outturn report on members' allowances for 2009 / 2010 be noted.

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

Members considered a report of the Director of Corporate Resources which provided information relating to the corporate health of the Authority.

The report covered details of;

- Compliments received
- Complaints made against the Authority
- Performance indicators
- Customer Service excellence
- Standards for England complaints

## **RESOLVED**

That the report be noted.

**23 MEMBER WORKSHOP – 16 SEPTEMBER 2010**

The Chief Fire Officer and Chief Executive submitted a report which proposed the organisation of a member workshop to provide Members with the opportunity to consider in detail the current issues facing the Authority including a focus on the 3-year Service Plan and Integrated Risk Management Planning.

**RESOLVED**

That approval be given to the organisation of a Member Information Day on 16 September 2010 to be held at the Regional Control Centre, Wakefield between 10am – 4pm.

**24 FIRE SAFETY GROUP ACTIVITIES**

The Director of Fire Safety and Community Relations submitted a report which informed Members of activities within the Fire Safety Group and statistics for the year 1 April 2009 to 31 March 2010.

Members commented upon the excellent trend results and specifically upon the rewards being reaped in respect of work with young people and the success of the young firefighter schemes.

**RESOLVED**

That the report be noted.

Chair

**WEST YORKSHIRE FIRE AND RESCUE AUTHORITY**

**COMMITTEE MEMBERSHIP 2010 / 2011**

As at 25 June 2010

## EXECUTIVE COMMITTEE (6)

### LABOUR (3)

M Khan  
A McKenna  
B Smith

(Vice chair)

### CONSERVATIVE (2)

P Booth  
P Harrand

### LIBERAL DEMOCRAT (1)

D Ridgway

(Chair)

## SUBSTITUTES

Member

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

### Labour

M Khan  
A McKenna  
B Smith

T Hardwick  
T Hardwick  
T Hardwick

M Akhtar  
M Akhtar  
M Akhtar

J Dodds  
J Dodds  
J Dodds

### Conservative

P Booth  
P Harrand

D Firth  
D Firth

V Binney  
V Binney

A Castle  
A Castle

### Liberal Democrat

D Ridgway

C Townsley

R Pryke

D Gray

## PERSONNEL AND TRAINING COMMITTEE (12)

### LABOUR (6)

J Dodds  
T Hardwick  
A Hussain  
J Jarosz  
A Manifield  
B Smith (Vice chair)

### CONSERVATIVE (3)

V Binney  
P Booth  
D Firth

### LIBERAL DEMOCRAT (3)

D Gray  
R Pryke  
C Townsley (Chair)

## SUBSTITUTES

Member	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>Labour</b>			
J Dodds	M Akhtar	J Illingworth	M Iqbal
T Hardwick	M Akhtar	J Illingworth	M Iqbal
A Hussain	M Akhtar	J Illingworth	M Iqbal
J Jarosz	M Akhtar	J Illingworth	M Iqbal
A Manifield	M Akhtar	J Illingworth	M Iqbal
B Smith	M Akhtar	J Illingworth	M Iqbal
<b>Conservative</b>			
V Binney	A Castle	P Harrand	M Jamil
P Booth	A Castle	P Harrand	M Jamil
D Firth	A Castle	P Harrand	M Jamil
<b>Liberal Democrat</b>			
D Gray	D Ridgway	D O'Neill	
R Pryke	D Ridgway	D O'Neill	
C Townsley	D Ridgway	D O'Neill	

## FINANCE AND RESOURCES COMMITTEE (12)

### LABOUR (6)

M Akhtar  
 J Dodds  
 M Iqbal  
 M Khan  
 A Manifold  
 A McKenna (Chair)

### CONSERVATIVE (3)

V Binney  
 A Castle  
 P Harrand

### LIBERAL DEMOCRAT (3)

D Gray  
 R Pryke (Vice chair)  
 D Ridgway

### SUBSTITUTES

Member	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>Labour</b>			
M Akhtar	J Illingworth	B Smith	J Jarosz
M Dodds	J Illingworth	B Smith	J Jarosz
M Iqbal	J Illingworth	B Smith	J Jarosz
M Khan	J Illingworth	B Smith	J Jarosz
A Manifold	J Illingworth	B Smith	J Jarosz
A McKenna	J Illingworth	B Smith	J Jarosz
<b>Conservative</b>			
V Binney	P Booth	D Firth	M Jamil
A Castle	P Booth	D Firth	M Jamil
D Firth	P Booth	D Firth	M Jamil
<b>Liberal Democrat</b>			
D Gray	C Townsley	D O'Neill	
R Pryke	C Townsley	D O'Neill	
D Ridgway	C Townsley	D O'Neill	

## AUDIT COMMITTEE (6)

**LABOUR (3)** T Hardwick (Chair)  
J Illingworth  
M Khan

**CONSERVATIVE (2)** P Booth  
M Jamil

**LIBERAL DEMOCRAT (1)** D Gray (Vice chair)

## SUBSTITUTES

Member	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>Labour</b>			
T Hardwick	B Smith	A Manifold	A Hussain
J Illingworth	B Smith	A Manifold	A Hussain
M Khan	B Smith	A Manifold	A Hussain
<b>Conservative</b>			
P Booth	V Binney	P Harrand	A Castle
M Jamil	V Binney	P Harrand	A Castle
<b>Liberal Democrat</b>			
D Gray	R Pryke	C Townsley	D Ridgway

## STANDARDS COMMITTEE (9)

### LABOUR (2)

M Akhtar  
A McKenna

### CONSERVATIVE (2)

P Booth  
A Castle

### LIBERAL DEMOCRAT (2)

D Gray  
C Townsley

### INDEPENDENT (3)

A Johnson  
D Morgan  
M Wilkinson (Chair)

## SUBSTITUTES

Member	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>Labour</b> M Akhtar A McKenna	M Khan M Khan	A Manfield A Manfield	T Hardwick T Hardwick
<b>Conservative</b> P Booth A Castle	V Binney V Binney	M Jamil M Jamil	D Firth D Firth
<b>Liberal Democrat</b> D Gray C Townsley	D Ridgway D Ridgway	R Pryke R Pryke	D O'Neill D O'Neill



## CONSULTATION AND NEGOTIATION PANEL (5)

**LABOUR (2)** M Khan  
A McKenna

**CONSERVATIVE (2)** P Booth  
P Harrand

**LIBERAL DEMOCRAT (1)** D Ridgway

### SUBSTITUTES

Member	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>Labour</b> M Khan A McKenna	B Smith B Smith	A Hussain A Hussain	J Illingworth J Illingsworth
<b>Conservative</b> P Booth P Harrand	V Binney V Binney	M Jamil M Jamil	A Castle A Castle
<b>Liberal Democrat</b> D Ridgway	R Pryke	C Townsley	D Gray

**BRIEFING GROUP ARRANGEMENTS**

**2010 / 20011**

<b>FULL AUTHORITY</b>		
<b>Group / Position</b>	<b>Member</b>	<b>Substitute</b>
Chair	D Ridgway	R Pryke
Vice Chair	M Khan	A McKenna
Conservative	P Harrand	P Booth
<b>PERSONNEL AND TRAINING COMMITTEE</b>		
<b>Group / position</b>	<b>Member</b>	<b>Substitute</b>
Chair	C Townsley	R Pryke
Vice Chair	B Smith	A Manifold
Conservative	V Binney	D Firth
<b>FINANCE AND RESOURCES COMMITTEE</b>		
<b>Group / position</b>	<b>Member</b>	<b>Substitute</b>
Chair	A McKenna	M Iqbal
Vice Chair	R Pryke	D Ridgway
Conservative	P Harrand	A Castle
<b>AUDIT COMMITTEE</b>		
<b>Group / position</b>	<b>Member</b>	<b>Substitute</b>
Chair	T Hardwick	J Illingworth
Vice Chair	D Gray	D Ridgway
Conservative	P Booth	M Jamil