

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MINUTES OF THE ANNUAL MEETING HELD AT FIRE AND RESCUE SERVICE HEADQUARTERS, BIRKENSHAW, ON FRIDAY 24 JUNE 2011

Present : Councillors D Ridgway (in the chair); T Austin, C Bampton-Smith, V Binney, R Brown, A Castle, J Cole, J Dodds, R Grahame, S Hamilton, P Harrand, D Hopkins, J Hughes, A Hussain (for agenda item nos 11 – 22, Min nos. 11 – 22 refer), J Illingworth, M Khan, A McKenna, B Smith, G Thornton and A Wallis

Apologies : Councillor C Townsley

1 APPOINTMENT OF CHAIR

RESOLVED

That Councillor David Ridgway (Liberal Democrat) be appointed Chair of the Authority for the 2011 / 2012 year.

2 APPOINTMENT OF VICE-CHAIR

RESOLVED

That Councillor Mehboob Khan (Labour) be appointed Vice-Chair of the Authority for the 2011 / 2012 year.

3 MEMBERSHIP OF THE AUTHORITY

The Director of Corporate Services submitted a report detailing the Membership of the Authority for 2011 / 2012 as notified by District Councils.

Members were further advised of the resignation of Councillor R Pryke (Liberal Democrat) which had been received that morning - the office of his replacement (Councillor A Hussain) took immediate effect;

Calderdale Councillor C Bampton-Smith (Liberal Democrat) replacing former Councillor D O'Neill (Liberal Democrat)

Bradford Councillor J Dodds (Labour) replacing Councillor A Hussain (Labour), Councillor R Brown (Conservative) replacing former Councillor M Jamil (Conservative), Councillor J Cole (Liberal Democrat) replacing Councillor D Gray (Liberal Democrat)

Kirklees	Councillor D Hall (Conservative) replacing Councillor D Firth (wef 27.6.11), Councillor J Hughes (Labour) replacing Councillor M Akhtar
Leeds	Councillor R Grahame (Labour) replacing Councillor M Iqbal (Labour), Councillor A Hussain (Labour) replacing Councillor R Pryke (Liberal Democrat), Councillor S Hamilton (Labour) replacing Councillor J Jarosz (Labour)
Wakefield	Councillor D Hopkins (Conservative) replacing former Councillor P Booth (Conservative), Councillor A Wallis (Labour) replacing Councillor A Manifold (Labour)

With effect from 24 June 2011 the political composition of the Authority would be; Labour 12; Conservative 6 and Liberal Democrat 4.

RESOLVED

That the report be noted.

4 CHAIRMAN'S ANNOUNCEMENTS

New Members

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

Queen's Fire Service Medal

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

M.P briefing

It was reported that the chair had recently met with MP's in London to discuss the current financial situation as it related to West Yorkshire Fire and Rescue Service. A copy of the briefing note was circulated to all Members at the meeting.

RESOLVED

That a copy of the lobbying paper be distributed to all Members.

5 ADMISSION OF THE PUBLIC

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

6 URGENT ITEMS

None.

7 DECLARATIONS OF INTEREST

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

8 AUTHORITY CONSTITUTION – REVIEW

The Director of Corporate Resources submitted a report which invited members to review the current Constitution and to consider possible changes to the committee structure.

It was reported that, following a review of comparative committee structures in a number of other authorities, it was considered that there may be scope to improve the focus and effectiveness of elected member oversight over the public policy issues surrounding the delivery of core service functions by the creation of a new Community Safety Committee. Details of the proposed terms of reference for the committee were attached at appendix 1 to the report now submitted.

Members also took the opportunity to review the number of seats on each committee and considered a number of alternative options as detailed in appendices 2 and 3 of the report.

Consideration was also given to the appointment of chairs and vice chairs, substantive members and substitutes for the committees.

RESOLVED

- (a) That the existing committee structure be revised and a new Community Safety Committee be created with the powers and functions as set out in appendix 1 to the report now submitted;
- (b) That the Personnel and Training committee be re-named the Human Resources committee;
- (c) That, the number of seats on the principal committees be reduced to 11 and, 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	25
Conservative	12
Liberal Democrat	8

- (d) That pursuant to the allocation at (c) above, the Committee memberships and substitute memberships for 2011 / 2012 be approved as detailed at Annex A to these Minutes;
- (e) That the appointments to the position of Chairs and Vice-Chairs of the respective Committees be as follows;

Committee	Chair	Vice-Chair
Executive	Councillor D Ridgway	Councillor M Khan
Audit	T Austin	J Dodds
Finance & Resources	J Hughes	B Smith
Human Resources	C Townsley	G Thornton
Community Safety	A McKenna	C Bampton-Smith
Standards Committee	Mr M Wilkinson	

- (f) That the appointments to the membership of the Briefing Groups be as detailed at Annex A to these Minutes; and
- (g) That Mr M Wilkinson be confirmed as chair of the Standards Committee pending further report consequent upon the enactment / implementation of the Localism Bill.

9 COMMITTEE MEMBERSHIPS AND APPOINTMENTS 2010 / 2011

RESOLVED

That no decision be required consequent upon the resolution passed at Min no. 8 (Authority Constitution – review).

10 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 G Thornton
Calderdale	Councillor B Smith
Kirklees	Councillor D Ridgway
Leeds	Councillor A McKenna
Wakefield	Councillor T Austin

11 REPRESENTATION ON OUTSIDE BODIES

Members considered the appointment of representatives to serve on the Local Government Group and other outside bodies for the year 2011 / 2012.

RESOLVED

(i) That the following appointments be made for 2011 / 2012;

Local Government Group

- | | | |
|-----|------------------|---|
| (a) | General Assembly | Chair
Councillors J Hughes, T Austin and P Harrand, or their nominees; |
| (b) | Fire Commission | Councillors D Ridgway, A McKenna and P Harrand; or their nominees; |
| (c) | Urban Commission | *Chair and Councillor G Thornton |

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

- Chair and Vice chair (or their nominees)

- (ii) That the 17 votes on the LGA General Assembly be allocated in accordance with political proportionality on the basis of Labour Group 9, Conservative Group 5 and Liberal Democrat Group 3. 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 LGG Fire Commission continue to be index linked and set by the Chief Finance Officer.

12 NOMINATION OF MEMBER CHAMPIONS

The Director of Corporate Resources submitted a report which invited Members to consider making appointments to the Member Champion roles for 2011 / 12.

With a view to making the Member champion role more relevant to service delivery and community safety, divided into 5 districts, consideration was given to a change in the Member champion roles.

RESOLVED

- (a) That the Member champion updates for 2010 – 11, attached as an annex to the report now submitted, be noted; and
- (b) That the existing Member Champion roles be disestablished and the following appointments be made for 2011 / 12;

Community Safety - Wakefield	Councillor T Austin
Community Safety – Leeds	Councillor A McKenna
Community Safety - Kirklees	Councillor D Ridgway
Community Safety - Calderdale	Councillor B Smith
Community Safety - Bradford	Councillor G Thornton

13 MINUTES OF THE LAST MEETING

RESOLVED

That the Minutes of the Authority at a meeting held on 15 April 2011 be signed by the Chair as a correct record.

14 MINUTES OF THE AUDIT COMMITTEE

RESOLVED

That the Minutes of the Audit Committee at a meeting held on 15 April 2010 be received.

15 MINUTES OF THE STANDARDS COMMITTEE

RESOLVED

That the Minutes of the Standards Committee at a meeting held on 1 June 2011 be received.

16 LOCAL GOVERNMENT GROUP - MINUTES

RESOLVED

- (a) That the Minutes of the Safer and Stronger Communities Board held on 14 March 2011 be received; and
- (b) That the Minutes of the Fire Services Management Board at a meeting held on 16 May 2011 be received.

17 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 two periods as follows;

1 April 2010 - 31 March 2011
1 April 2011 - 31 May 2011

Members commented on issues related to the non-activation of fitted smoke alarms and how target groups were contacted and advised.

RESOLVED

That the report be noted.

18 LOCALISM BILL – FUTURE OF STANDARDS COMMITTEE

Consideration was given to a report of the Director of Corporate Resources which advised Members of the views of the Standards Committee which had met to consider issues related to the proposals under the Localism Bill to abolish the standards regime.

It was reported that the following issues had been discussed;

- Adoption of a voluntary code of conduct
- Maintenance of a standards committee
- Provision for independent members in a future standards committee
- Adoption of a streamlined assessment, investigation and adjudication procedure

Members were advised that the final outcome and recommendations contained within the Localism Bill and the views of the Local Government Group would not be known until spring 2012.

RESOLVED

- (a) That the Authority adopts the recommendations of the Standards Committee and provisionally supports;
- The adoption of a voluntary code of conduct
 - The maintenance of a Standards Committee
 - The provision for independent members to participate in a future Standards Committee, and
 - The adoption of a streamlined complaints assessment, investigation and adjudication procedure
- (b) That the Director of Corporate Resources (Monitoring Officer) be instructed to review the progress of the Localism Bill and developments at the Local Government Group and local council level before reporting to the Authority in more detail in due course; and
- (c) That the Director of Corporate Resources (Monitoring Officer) be instructed to report back to a future meeting presenting a number of options related to the possibility of Kirklees Metropolitan Council taking on the responsibility for the Fire Authority's Standards Committee.

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

RESOLVED

That, subject to the correction of a number of typographical errors, the report be noted.

20 INTEGRATED RISK MANAGEMENT PLAN (IRMP) – COMMUNICATION AND ENGAGEMENT STRATEGY

The Director of Operations submitted a report which sought approval for the Authority's Integrated Risk Management Plan (IRMP) Communication and Engagement Strategy and a range of IRMP proposals as follows;

- Stanningley Fire Station – dual crewing
- Castleford Fire Station – day crewing close call
- Rothwell Fire Station – day crewing close call
- Bradford Fire Station – combined aerial rescue pump (CARP)
- Huddersfield Fire Station – combined aerial rescue pump (CARP)

RESOLVED

- (a) That the IRMP Communication and Engagement Strategy be approved; and
- (b) That approval be given to undertake internal consultation and negotiation in relation to;
 - Dual crewing of a fire appliance at Stanningley and the removal of 12 posts from the establishment by way of planned retirements
 - The introduction of a day crewing close call duty system at Castleford and the removal of 11 posts from the establishment by way of planned retirements
 - The introduction of a day crewing close call duty at Rothwell and the removal of 11 posts from the establishment by way of planned retirements
 - Bradford Station being provided with a CARP (combined aerial rescue pump) and the removal of 12 posts from the establishment by way of planned retirements
 - Huddersfield Station being provided with a CARP and the removal of 12 posts from the establishment by way of planned retirements
- (c) That the outcomes of the internal consultation and negotiation be reported back to the September 2011 meeting of the Authority for approval subject to the feedback received and prior consideration by an appropriate Committee.

21 CAMBERWELL FIRE UPDATE

Consideration was given to a report of the Director of Fire Safety which provided Members with an update on the fire at Lakanal House, Camberwell in July 2009 and subsequent actions taken by this Authority.

Members were advised that the Authority now inspected high rise accommodation as part of the risk-based inspection programme.

RESOLVED

That the report be noted.

22 FIRE FUTURES – GOVERNMENT RESPONSE

The Chief Fire Officer and Chief Executive submitted a report which advised of the Government's response to the Fire Futures review together with an overview of the proactive actions undertaken by the Authority.

Members were advised that the Review had been carried out by professionals and councillors from within the Fire Service and had a very ambitious timescale. The Review related to;

- The role of the fire service
- Efficiency, effectiveness and productivity
- Localism and accountability
- National interests

It was anticipated that not all the issues would be endorsed by Government although it would work in conjunction with Fire and Rescue Authorities to;

- Develop a new National Framework by 2012
- Break down barriers to support the delivery of the public service reform agenda and improve efficiencies
- Define roles in resilience and resilience assurance mechanisms
- Review the funding mechanism for the service
- Withdraw from functions that the sector was better able to deliver itself, and
- Explore ways which would secure the most advantageous delivery of Fire Service College training

Whilst not directly linked with the Fire Futures review, it was reported that this Authority had continued with its programme of service review and modernisation driven by the service plan.

RESOLVED

That the report be noted.

Chair

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

COMMITTEE MEMBERSHIP 2011 / 2012

As at 24 June 2011

EXECUTIVE COMMITTEE (6)

LABOUR (3)

T Austin
M Khan (Vice chair)
A McKenna

CONSERVATIVE (2)

V Binney
P Harrand

LIBERAL DEMOCRAT (1)

D Ridgway (Chair)

SUBSTITUTES

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

HUMAN RESOURCES COMMITTEE (11)

LABOUR (6)

J Dodds
S Hamilton
J Hughes
A Hussain
G Thornton (Vice chair)
A Wallis

CONSERVATIVE (3)

V Binney
R Brown
A Castle

LIBERAL DEMOCRAT (2)

J Cole
C Townsley (Chair)

SUBSTITUTES

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

FINANCE AND RESOURCES COMMITTEE (11)

LABOUR (7)

R Grahame
J Hughes (Chair)
M Khan
A McKenna
B Smith (Vice chair)
A Wallis

CONSERVATIVE (3)

D Hall
P Harrand
D Hopkins

LIBERAL DEMOCRAT (2)

C Bampton-Smith
D Ridgway

SUBSTITUTES

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

AUDIT COMMITTEE (6)

LABOUR (3)

T Austin	(Chair)
J Dodds	(Vice chair)
J Illingworth	

CONSERVATIVE (2)

V Binney
R Brown

LIBERAL DEMOCRAT (1)

J Cole

SUBSTITUTES

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

COMMUNITY SAFETY COMMITTEE (11)

LABOUR (7)

T Austin
R Grahame
A Hussain
M Khan
A McKenna (Chair)
B Smith
G Thornton

CONSERVATIVE (2)

V Binney
P Harrand

LIBERAL DEMOCRAT (2)

C Bampton-Smith (Vice chair)
D Ridgway

SUBSTITUTES

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

STANDARDS COMMITTEE (9)

LABOUR (2)

J Illingworth
A McKenna

CONSERVATIVE (2)

V Binney
P Harrand

LIBERAL DEMOCRAT (2)

C Bampton-Smith
C Townsley

INDEPENDENT (3)

A Johnson
D Morgan
M Wilkinson (Chair)

SUBSTITUTES

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

CONSULTATION AND NEGOTIATION PANEL (5)

LABOUR (2) A McKenna
 M Khan

CONSERVATIVE (2) V Binney
 P Harrand

LIBERAL DEMOCRAT (1) D Ridgway

SUBSTITUTES

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

BRIEFING GROUP ARRANGEMENTS

2011 / 2012

FULL AUTHORITY		
Group / Position	Member	Substitute
Chair	D Ridgway	Any Lib Dem member
Vice Chair	M Khan	Any Labour member
Conservative	P Harrand	Any Conservative member
HUMAN RESOURCES COMMITTEE		
Group / position	Member	Substitute
Chair	C Townsley	J Cole
Vice Chair	G Thornton	Any Lab committee member
Conservative	A Castle	Any Con committee member
FINANCE AND RESOURCES COMMITTEE		
Group / position	Member	Substitute
Chair	J Hughes	Any Lab committee member
Vice Chair	B Smith	Any Lab committee member
Conservative	P Harrand	Any Con committee member

AUDIT COMMITTEE		
Group / position	Member	Substitute
Chair	T Austin	Any Lab committee member
Vice Chair	J Dodds	Any Lab committee member
Conservative	V Binney	R Brown
COMMUNITY SAFETY COMMITTEE		
Group / position	Member	Substitute
Chair	A McKenna	Any Lab committee member
Vice chair	C Bampton-Smith	Any LD committee member
Conservative	P Harrand	V Binney