



# Minutes

## Full Authority

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Date: 21 September 2018

Time: 10.30 am

Venue: Fire and Rescue Headquarters, Birkenshaw

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Present:	Councillor J Hughes (Chair), Almas, Anderson, Austin, Dodds, Fenton-Glynn, Grahame, Harrand, Holmes, Hunt, Lennox, O'Donovan, Peart, Pervaiz, Pillai, Pollard, Renshaw, Rowley, Sunderland, Tait and Wenham
In Attendance:	None
Apologies:	Councillor R Downes

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### **27 Presentation – suicide by fire**

Members received a presentation which advised of national and local statistics related to events of suicide by fire and the role of West Yorkshire Fire and Rescue Service in prevention.

It was reported that, in West Yorkshire during the period 2010 – 2017, there had been an average of 3.7 attempts of suicide by fire – 1.5 of these attempts resulted in the death of the individual. There had been 5 attempts in 2017 alone compared to a total national annual average of all suicides of 216. Work had been done to identify any trends in terms of age, gender, location, role of drugs and alcohol across the county which might inform West Yorkshires Fire and Rescue Service procedures and training.

The focus of work would be on identifying vulnerability in the Safe and Well visits and specific SAFETalk funding had been received to train staff in the District Prevention teams.

#### **RESOLVED**

That a SAFETalk training session be provided to Members as part of their own development programme.

### **28 Admission of the public**

The meeting determined that there were no items which required the exclusion of the public and press.

## **29 Urgent items – Local Government Association Fire Commission Minutes**

The Minutes of a meeting of the Local Government Association Fire Services Management Committee (FSMC) held on 22 June 2018 and notes of meetings of the FSMC (Hackett Review) and an informal Home Office Roundtable meeting held on 11 July 2018 (circulated after the despatch of papers for this meeting) be considered at agenda item 13 (Min no. 39 refers).

[The Chair had agreed to receive the Minutes on the grounds of urgency so that timely consideration could be given to their content]

## **30 Declarations of interest**

There were no declarations of disclosable pecuniary interest in any matter under discussion at the meeting.

## **31 Minutes of the last meeting**

### **RESOLVED**

That the Minutes of the Authority at a meeting held on 29 June 2018 be signed by the Chair.

## **32 Minutes of the Human Resources Committee**

### **RESOLVED**

That the Minutes of the Human Resources Committee at a meeting held on 6 July 2018 be noted.

## **33 Minutes of the Local Pension Board**

### **RESOLVED**

That the Minutes of the Local Pension Board at a meeting held on 6 July 2018 be noted.

## **34 Minutes of the Finance and Resources Committee**

### **RESOLVED**

That the Minutes of the Finance and Resources Committee at a meeting held on 13 July 2018 be noted.

## **35 Minutes of the Community Safety Committee**

### **RESOLVED**

- a) That the Minutes of the Community Safety Committee at a meeting held on 20 July 2018 be noted; and
- b) That the Full Authority endorses the Committee's thanks extended to the relevant Fire Investigation Officers for their work which contributed to a successful conviction for manslaughter related to a fatal house fire at Stanley, Wakefield in October 2016 (Min no. 8 b refers)

## **36 Minutes of the Audit Committee**

### **RESOLVED**

That the Minutes of the Audit Committee at a meeting held on 27 July 2018 be noted.

## **37 Minutes of the Executive Committee**

### **RESOLVED**

- a) That the Minutes of the Executive Committee at a meeting held on 27 June 2018 be noted; and
- b) That, subject to an amendment to Min. no. 7 e) (Tri service collaboration update and improvement to governance arrangements) to specify that the Memorandum of Understanding for Gaining Entry be approved on a six-month trial basis, the Minutes of the meeting of the Executive Committee held on 7 September be noted.

## **38 Minutes of the Tri-service Collaboration Board**

### **RESOLVED**

That the Minutes of the Tri-service Collaboration Board, circulated under separate cover, at a meeting held on 3 August 2018 be received.

## **39 Minutes of the Local Government Association**

It was noted that the Minutes of the Local Government Association Fire Commission at a meeting held on 21 May 2018 had not been made available in time for this meeting of the Fire Authority.

### **RESOLVED**

- a) That the Minutes of the Local Government Association Fire Services Management Committee held on 22 June 2018 (circulated under separate cover) be noted; and
- b) That the Notes of meetings of the Fire Services Management Committee held on 11 July 2018 together with the Hackett Review and Home Office Roundtable meetings minutes (circulated under separate cover) be received.

## **40 Performance Management report**

Consideration was given to a report of the Chief Legal and Governance Officer which advised of the Authority's performance against key performance indicators for the period 1 April – 31 July 2018.

Members commented specifically on the following issues;

- Attacks on firefighters
- Disparity between Districts for number of completed high risk interventions
- Recording and presentation of statistics related to operational risk visits
- Higher than average incidence of arson
- Dwelling fires and smoke alarm activation statistics
- Possible involvement of very local groups to disseminate fire safety information , for example, Neighbourhood Watch Schemes

- Procedures / processes to ensure firefighter safety at large incidents (particularly related to traffic management)

Proposals for revised reporting arrangements for Performance Management were considered which recommended the following;

- reporting periods to be aligned with a quarterly reporting cycle
- those reports falling outwith the Full Authority meetings cycle be circulated to Members at the earliest opportunity
- that the performance management report be retained as a standing item on the Full Authority meeting agenda to allow for full scrutiny by Members including previously circulated report(s), and
- that the abridged performance management report continue to be reported to the Audit Committee

## **RESOLVED**

- a) That the report be noted;
- b) That the revised performance management reporting arrangements be approved; and
- c) That specific analysis be undertaken and reported to Members with regard to
  - the statistics in this period for the number of completed High Risk Interventions focussing on consistency across the Districts

## **41 Service Plan – action plan 2018 – 19 update**

The Chief Legal and Governance Officer submitted a report which updated Members on the progress on the Service Plan action plan 2018 – 19.

## **RESOLVED**

That the report be noted.

## **42 Service Delivery assurance report**

Consideration was given to a report of the Director of Strategic Development which informed Members of the performance of service delivery, provided an update on the service assurance process and which advised of progress and revised arrangement in respect of the transition to Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) inspection process.

It was reported that the existing service delivery assurance process had been introduced in 2014 as a basis of internal assessment. The process had been designed to;

- assist the Fire and Rescue Authority to identify its service's strengths and weaknesses
- inform strategic plans
- deliver a robust process for assessing operational performance
- complement any national requirements for financial audit (including value for money)
- be used as a tool for the Authority to identify and disseminate notable practice, and
- be flexible in design and simple in delivery

Following the implementation of the HMICFRS in July 2017 with its own published inspection processes and subsequent upon the HMICFRS' pilot inspection in West Yorkshire in May 2018, this Authority's internal service assurance process had been examined and re-aligned to ensure that there was no

duplication and that it reflected the new requirements of the HMICFRS. It was reported that a revised internal policy document would be submitted to the February 2019 Audit Committee for approval.

## **RESOLVED**

- a) That the report and future developments identified therein with regard to the re-alignment of the internal service assurance process be noted; and
- b) That a briefing session be arranged for Members to receive feedback from the HMICFRS pilot inspection.

## **43 Statement of assurance 2017 – 18**

Members considered a joint report of the Director of Service Support and the Chief Legal and Governance Officer which sought approval for the Statement of Assurance 2017 - 18 as a valid assessment of West Yorkshire Fire and Rescue Authority's performance.

The Statement, a requirement of the revised National Framework, was statutorily required to be signed off and published in the current financial year.

## **RESOLVED**

That the West Yorkshire Fire and Rescue Authority Statement of Assurance 2017 - 18 be approved for publication.

## **44 Integrated Risk Management Plan 2019 – 22**

The Director of Service Support submitted a report which introduced a new Integrated Risk Management Plan (IRMP) 2019 – 22.

It was proposed that the IRMP 2019 – 22 would replace the Service Plan 2015 – 20 and the Community Risk Management Strategy 2015 – 20 and contained proposals on how West Yorkshire Fire and Rescue Service would achieve its ambition and manage the risks facing the communities of West Yorkshire. It would be a live document which would be developed to reflect changes in risk.

Members were advised that the proposed Plan included a range of efficiency measures, incorporating all Authority budgets, with a view to achieving a balanced budget by April 2020. This equated to a minimum of £2.4m of ongoing revenue savings based on the assumption that there would be no cut in central government funding. It was reported, however, that this was unlikely and that more realistic calculations based on a 5% or 10% cut would leave a budget shortfall of £3.6m and £5.5m respectively.

It was proposed that the draft IRMP 2019 – 20, which set out how risk would be managed to meet the priority of Making West Yorkshire Safe, would be submitted for public consultation. The aims of the Plan were to;

- reduce the risks to the communities of West Yorkshire
- maintain the current 40 fire stations and 46 fire appliances
- be more efficient across all areas of the service to make savings
- reduce what is spent annually by at least £2.4m by 2020
- identify options to make further savings beyond 2020
- manage recruitment to avoid compulsory redundancies wherever possible
- continue to keep firefighters safe, and
- make better use of technology and innovate where possible

Detail of the proposed consultation strategy was attached as an annex to the report now submitted and set out the key milestones and stakeholders for a 12-week consultation process culminating in the reporting of results to the 21 February 2019 meeting of the Full Authority.

## **RESOLVED**

- a) That approval be given to the content of the draft IRMP 2019 – 22 and the proposed 12-week consultation strategy; and
- b) That it be noted that the results of the consultation would be reported back to the 21 February 2019 meeting of the Full Authority.

## **45 Improving flexibility and changing responsibilities at fire stations**

Consideration was given to a report of the Director of Service Support which proposed changes to responsibilities and flexibilities at fire stations with a view to operating more efficiently whilst maintaining the current levels of fire cover and availability at the 40 fire stations with 46 fire appliances.

It was reported that the detailed proposal would be the subject of an 8-week internal consultation with both the workforce and representative bodies.

The proposed changes reflected ongoing revenue savings requirements by 2020 as detailed at Minute No. 44 above.

## **RESOLVED**

- a) That the detailed proposals for improving flexibility and changing responsibilities at fire stations be noted;
- b) That an 8-week internal consultation exercise be approved;
- c) That a briefing session be arranged for Members during week commencing 19 November 2018; and
- d) That it be noted that the results of the consultation exercise would be submitted to the 14 December 2018 meeting of the Full Authority for consideration and approval of the proposals for implementation.

Chair