



Minutes

Full Authority

Date: 25 February 2021

Time: 10.30 am

Venue: Microsoft Teams

Present: Councillor D O'Donovan (in the Chair), G Almas, C Anderson, T Austin, C Burke, L Cunningham, R Downes, J Fenton-Glynn, D Hall, P Harrand, R Hunt, D Jenkins, D Kirton, N Mohammed, M Pervaiz, M Pollard, K Renshaw, F Shaheen, J Sunderland, A Tait, S Tulley and A Wenham

In Attendance: None

Apologies: None

41 Chair's announcements

New Member – Councillor Louisa Cunningham

The Chair welcomed Councillor Louisa Cunningham (Leeds – Labour) to the Authority following her appointment which took effect on 14 January 2021.

Retirement – Noel Rodriguez, Senior Technical Services Manager

The Chair announced the retirement of Noel Rodriguez, Technical Services Manager, with effect from 31 March 2021 after a career with West Yorkshire Fire and Rescue Service spanning almost 25 years.

Members took the opportunity to thank him for his time in the Service and for the dedication he had shown for the people of West Yorkshire and wished him well in his retirement.

42 Urgent items

None.

43 Admission of the public

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

44 Declarations of interest

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

45 Fire Authority membership and appointments to committees

Consideration was given to a report of the Chief Executive and Chief Fire Officer which advised of a change in membership of the Authority following the resignation of Councillor R Grahame (Labour - Leeds).

It was reported that Councillor Grahame had been replaced with effect from 14 January 2021 by Councillor Louisa Cunningham (Labour - Leeds). It was further proposed that the following changes to committee appointments be approved.

Audit Committee

Cllr J Fenton-Glynn (to fill vacancy)

Executive Committee

Cllr K Renshaw (to fill vacancy)

Finance and Resources Committee

Cllr T Austin (to fill vacancy)

Human Resources Committee

Cllr L Cunningham to replace Cllr J Fenton-Glynn

Community Safety Committee

Cllr L Cunningham to replace Cllr T Austin

It is was further proposed that the following vice-chair appointments be made;

Audit Committee

Cllr J Fenton-Glynn to replace Cllr G Almas

Human Resources Committee

Cllr T Austin to replace Cllr J Fenton-Glynn

Members were advised that there was no change to the political balance of the Fire Authority.

RESOLVED

- a) That the change in membership be noted; and
- b) That the appointments to committees be approved.

46 Minutes of the last meeting

RESOLVED

That the Minutes of the Authority at a meeting held on 18 December 2020 be signed by the Chair as a correct record.

47 Matters arising

None.

48 Minutes of Committees held since 18 December 2020 and of other relevant outside bodies

RESOLVED

That the Minutes be noted.

49 Authority Constitution – review

The Chief Executive and Chief Fire Officer submitted a report which advised of required changes to the Authority's Constitution, last reviewed on 18 December 2020 as follows;

- amendment to paragraph 39.3 (Contract Procedure Rules) to ensure full transparency and compliance, and
- information relating to the appointment of a Monitoring Officer following the retirement of the Authority's Chief Legal and Governance Officer

Members were advised that the Executive Committee, scheduled to meet upon the rising of this meeting, were to be invited to consider the terms of a Service Level Agreement with Calderdale BC for the appointment of a Monitoring Officer. Approval for the required changes to the Constitution were sought pending approval by the Executive Committee.

With reference to the proposed changes to the Contract Procedure Rules, clarification was sought with regard to the number and monitoring mechanisms with regard to waiver requests in excess of £75,000.

RESOLVED

That the required amendments to the Authority's Constitution document be approved as detailed in the report now submitted.

50 Calendar of meetings 2021 – 2022

The Chief Executive and Chief Fire Officer submitted a report which sought approval for the proposed programme of meetings for 2021 – 22.

RESOLVED

That, subject to a change in date for the April meeting of the Finance and Resources Committee to 8 April 2022, the programme of meetings 2021 – 2022 be approved as detailed at Annex A to these Minutes.

51 Treasury Management Strategy 2021 – 22

The Chief Finance and Procurement Officer submitted a report which sought approval for the Treasury Management Strategy 2021 – 22.

RESOLVED

- a) That the investment strategy in section 2.3 and Annex A be approved,
- b) That approval be given to the borrowing strategy outlined in section 2.4,
- c) That the capital strategy be approved as outlined in section 2.5,
- d) That the policy for provision of repayment of debt outlined in Annex C be approved,
- e) That the Treasury Management indicators detailed at Annex D be approved, and
- f) That approval be given to the Capital Plan 2021 – 22 to 2025 – 26 detailed at Annex E

52 Capital investment plan / revenue budget and medium-term financial plan

Members considered a report of the Chief Finance and Procurement Officer which presented detail of the proposed revenue budget for 2021 – 22 together with the four-year medium-term financial plan and five-year capital programme. It was reported that the threshold for precept increase without referendum remained at 1.99% for 2021 – 22.

The report covered the following main issues;

- Five-year capital plan totalling £57.585m including expenditure of £16.522m in 2021 - 22
- General fund balance of £5.0m and £29.6m in earmarked reserves
- Increase in grant of £75k
- Standstill budget,
- Reserves strategy

Councillor O'Donovan proposed that the precept be increased by 1.99% in 2021 – 22. The proposal was seconded by Councillor Tulley.

Councillor Pollard moved an amendment to the proposal for a freeze in the precept. The amendment was seconded by Councillor Hall.

A recorded vote was requested on the amendment when the following results were recorded;

Councillors Anderson, Hall, Harrand, Hunt, Kirton and Pollard voted in favour of the amendment.

Councillors Almas, Austin, Burke, Cunningham, Downes, Fenton-Glynn, Jenkins, Mohammed, O'Donovan, Pervaiz, Renshaw, Shaheen, Sunderland, Tait, Tulley and Wenham voted against the amendment.

The amendment was declared lost.

A recorded vote on the substantive proposal was requested when the following results were recorded;

Councillors Almas, Austin, Cunningham, Fenton-Glynn, Jenkins, Mohammed, O'Donovan, Pervaiz, Renshaw, Shaheen, Tait, Tulley and Wenham voted in favour of the substantive motion.

Councillors Anderson, Hall, Harrand, Hunt Kirton and Pollard voted against the substantive motion.

Councillors Burke, Downes and Sunderland abstained from the vote.

It was, therefore,

RESOLVED

- a) That Members give approval to the Prudential Indicators in respect of:
 1. the Capital financing Requirement as set out in paragraph 3.2;
 2. the level of External Debt also set out in paragraph 3.3;
 3. the Authorised limit for external debt as set out in paragraph 3.4;
 4. the Operational Boundary for external debt also set out in paragraph 3.4.
- b) That, having considered the recommendations of the Chief Fire Officer/Chief Executive and the Chief Finance and Procurement Officer on service delivery and related budget requirements and, having taken account of the views of the consultees and, acting in accordance with the requirements of the Local Government Finance Act 1992 (as amended) ("the Act") and, having approved a capital expenditure programme for the financial year 2021/22 of £16.523m and, having calculated its basic amount of council tax for the year by dividing its council tax requirement by its council tax bases, which the Authority notes have been determined by the District Councils, the figures are as follows for financial year 2021/22.

Authority	2021/22 Tax Base
Bradford	142,000.00
Calderdale	61,487.98
Kirklees	119,177.54
Leeds	229,489.20
Wakefield	102,088.00
TOTAL	654,242.72

- c) That the Authority calculates its council tax requirements under Sections 40 to 47 of the Act for Financial Year 2021/22 as the aggregate of the following:

The Authority calculates the aggregate of (A) as set out in Appendix B.

- £89,348,446 The expenditure the Authority estimates it will incur in the year in performing its functions and will charge to the revenue account for the year in accordance with proper practices.
- £0 The allowance as the Authority estimates will be appropriate for contingencies in relation to amounts to be charged or credited to the revenue account for the year in accordance with proper practice.
- £0 The financial reserves which the Authority estimates it will be appropriate to raise in year for meeting estimated future expenditure.
- £0 Financial reserves as are sufficient to meet so much of the amount estimated by the Authority to be a revenue account deficit for any earlier financial year as has not been provided for.

The Authority calculates the aggregate of (B) as set out in Appendix B

- £45,396,421 The income which it estimates that will accrue to it in the year and which it will credit to a revenue account for the year in accordance with proper practices other than income which it estimates will accrue to it in respect of any precept issued by it to be.
- £0 The amount of financial reserves which the Authority estimates that it will use in order to provide for the items mentioned.

Council Tax Requirement

- £43,952,025 The aggregate calculated under subsection 42a(2) (aggregate of A) of the Act exceeds the amount calculated under subsection 42a(3) (aggregate of B) which is calculated to be the council tax requirement for the year.

Basic amount of council tax

- £67.18 The Authority calculates its basic amount of council tax by dividing the council tax requirement by the council tax base. The council tax requirement is £43,952,025 and the

council tax base is £654,242.72 which is equal to £67.18 at band D. This calculation meets the requirement under S42B of the Act.

- d) That the Authority calculates the Council Tax sums pursuant to Section 47 of the Act as follows:

Band A	£44.79
Band B	£52.25
Band C	£59.72
Band D	£67.18
Band E	£82.11
Band F	£97.04
Band G	£111.97
Band H	£134.36

- e) That the Authority calculates the resultant precept amounts payable by each constituent District Council pursuant to Section 48 of the Act as follows:

District	Precept
Bradford	£9,539,560
Calderdale	£4,130,762
Kirklees	£8,006,347
Leeds	£15,417,084
Wakefield	£6,858,272
TOTAL	£43,952,025

and,

- f) That the precept for each constituent District Council, as calculated and set out above, be issued to them pursuant to Section 40 of the Act.

53 Pay Policy statement 2021 - 22

The Chief Employment Services Officer submitted a report which had been produced in accordance with the provisions of the Localism Act 2011 and which sought approval for the Authority's Pay Policy Statement 2021 – 22.

Members were advised that the pay level of the lowest paid employee who, under current pay scales, had been recorded as being below the Living Wage (increased in November 2020) would be increased with effect from 1 April 2021. This would, once again, bring the relevant pay scale to a level above the Living Wage (£9.50 / hour).

RESOLVED

That the Pay Policy Statement 2021 – 22 be approved.

54 Her Majesty's Inspectorate of Constabulary and Fire and Rescue Service (HMICFRS) COVID19 report

Consideration was given to a report of the Director of Service Support which introduced the HMICFRS COVID19 report which reviewed how West Yorkshire Fire and Rescue Service (WYFRS) had, and continued to respond to the COVID19 pandemic.

It was reported that HMICFRS recognised that it had been an effective response and that all staff had supported the community during the pandemic in a variety of ways as detailed in the report. Furthermore, WYFRS had continued to provide its statutory core functions and, in line with good governance, a pandemic flu plan and business continuity plans had enabled an effective initial response.

The plans had been reviewed to anticipate and mitigate the changing situation with regard to the pandemic and two specific areas identified for further action in the HMICFRS report were as follows;

- How the Service would adopt for the longer-term, the new and innovative ways of working introduced during the pandemic to secure lasting improvements, and
- How staff at higher risk of COVID19 could be identified to ensure appropriate wellbeing and support provisions were in place

Members were advised of action already taken to address the two specific areas of improvement. The HMICFRS report findings would be used to inform the Round 2 inspection and future continuous improvement.

Thanks were given by Members to those who had been volunteering during the pandemic

RESOLVED

That the report be noted.

55 Performance Management report

Consideration was given to a report of the Director of Service Delivery which advised of the Authority's performance for the period 1 April to 31 December 2020 against key performance indicators. A copy of the latest performance figures up to 22 February had been circulated to Members prior to this meeting. The report also included some corporate performance indicators relating to compliments, complaints, Freedom of Information and subject access requests.

Members were reminded that the current year's performance figures would not be included in the approved 3-year target setting for future years due to the impact of the COVID pandemic.

Specific comment was made on the Bradford tyre fire and the resources that had been used during its three-week duration and further information was sought on the process by which the receipt of repeated complaints on a particular issue were managed.

RESOLVED

That the report be noted.

56 Programme of change 2020 – 21

The Director of Service Support submitted a report which advised of progress with the 2020 – 21 programme of change. It was reported that one action had been completed (Voice over Internet Protocol – VOIP) and the Performance Management programme had yet to be commenced. All other projects were recorded as being on track although some had been negatively impacted by the COVID pandemic.

RESOLVED

That the report be noted.

57 Programme of change 2021 – 22

Members received a report of the Director of Service Support which introduced the Programme of change for the forthcoming municipal year. The programme had been revised to reflect progress with the addition of new activities. It was proposed that the document would be incorporated into the Your Fire and Rescue Service 2021 – 24 priorities.

Members were provided with further information on the following specific issues;

- Implementation of the Emergency Services Mobile Communications Programme (ESMCP)
- Progress of the Fire Safety Bill (in response to Grenfell)

RESOLVED

That the report be noted.

Chair



PROGRAMME OF MEETINGS 2021 / 2022

FRIDAY 10.30AM HUMAN RESOURCES COMMITTEE	FRIDAY 11.30AM LOCAL PENSION BOARD	FRIDAY 10.30AM FINANCE & RESOURCES COMMITTEE	FRIDAY 10.30 AM AUDIT COMMITTEE	FRIDAY 10.30AM COMMUNITY SAFETY COMMITTEE	THURSDAY/FRIDAY 10.30AM AUTHORITY
9 July 2021	22 July 2021 Thursday	16 July 2021	30 July 2021	23 July 2021	17 September 2021 Friday
8 October 2021	-	15 October 2021	22 October 2021	29 October 2021	17 December 2021 Friday
21 January 2022	27 January 2022 Thursday	4 February 2022	28 January 2022	14 January 2022	24 February 2022 Thursday
25 March 2022	-	8 April 2022	22 April 2022	29 April 2022	23 June 2022 AGM Thursday