



Minutes

Full Authority

Date: 27 June 2019

Time: 10.30 am

Venue: Fire and Rescue Headquarters, Birkenshaw

Present: Councillor D O'Donovan (Chair), Akhtar, Almas (with the exception of item no. 23 Min no. 23 refers), Anderson, Austin, Benton, Grahame, Harrand (for items 1 – 16 only Min nos. 1 - 16 refer), Holmes, Hunt, Jenkins, Mohammed, Pervaiz, Pollard, Renshaw, Shaheen, Sunderland, Tait, Tulley and Wenham

In Attendance: None

Apologies: Councillors Downes and Fenton-Glynn

1 Appointment of Chair

RESOLVED

That Councillor Darren O'Donovan (Labour) be appointed as Chair of the Authority for the 2019 – 20 year.

2 Appointment of Vice chair

RESOLVED

That Councillor Tracey Austin (Labour) be appointed as Vice chair of the Authority for the 2019 – 20 year.

3 Membership of the Authority

The Chief Legal and Governance Officer submitted a report which advised of the membership of the Authority for 2019 – 20 as notified by the five West Yorkshire District Council with changes as follows;

Bradford	Councillor Nussrat Mohammed (Labour) replacing Councillor Tess Peart (Labour) and Councillor Fozia Shaheen (Labour) replacing Councillor Joanne Dodds (Labour)
Calderdale	Councillor Scott Lloyd Benton (Calderdale) replacing Councillor Chris Pillai (Conservative)
Kirklees	Councillor Mahmood Akhtar (Labour) replacing Councillor Judith Hughes (Labour)
Leeds	Councillor David Jenkins (Labour) replacing Councillor Jessica Lennox (Labour)
Wakefield	Councillor Steve Tulley (Labour) replacing Councillor Olivia Rowley (Labour)

4 Chair's announcements

The Chair welcomed the six new Members to the Fire Authority and, in their absence, thanked those Members who would not be returning for the current 2019 – 20 municipal year.

Memorial to Jeff Naylor

Members were advised that on 7 July 2019 the Fire Brigades Union would be unveiling a plaque in Lund Park, Keighley to remember Fireman Jeff Naylor. Jeff was the last West Yorkshire Firefighter to lose their life during the course of their duties. Members stood in silent tribute to commemorate the ultimate sacrifice made by Jeff Naylor in trying to rescue 5 children from a house fire on Broomhill Walk on 27th April 1983.

Ian Bitcon, Assistant Chief Officer and Director of Service Support

The Chair took the opportunity to thank Ian Bitcon, Director of Service Support, on behalf of the Members for his dedication and long commitment to the fire service and wished him well in his retirement from 20 September 2019.

5 Admission of the public

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

6 Urgent items

None.

7 Declarations of interest

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

8 Committee memberships and appointments 2019 – 20

Consideration was given to the appointment of Committees, their composition, the allocation of seats between the political groups in accordance with the principles contained within Part 1 of the Local Government and Housing Act 1989 (as amended) and to the appointment of Members, Chair and Vice chairs to the Authority's Committees.

In addition consideration was given to the 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 and Housing Act 1989 (as modified) the allocation of Committee seats between the political groups be as follows;

Ordinary seats	45
Labour	29
Conservative	12
Liberal Democrat	4

and;

That the allocation of committee memberships and substitute memberships for 2019 – 20 be approved as detailed at Annex A to these Minutes;

- b) That appointments to the positions of Chair and Vice chair of the respective Committees be as follows;

Committee	Chair Councillor	Vice chair Councillor
Executive	O'Donovan	Austin
Audit Committee	Grahame	Renshaw
Community Safety Committee	Almas	Pervaiz
Finance and Resources Committee	Tait	Tulley
Human Resources Committee	Wenham	Fenton-Glynn

and;

- c) 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 at meetings of constituent authorities and of District Community Safety leader representatives 2019 – 20

RESOLVED

- a) That the Members be nominated as required by the Local Government Act 1985 to answer questions within their individual Council on the discharge of functions etc by this Authority as follows;

Bradford	Councillor A Tait
Calderdale	Councillor J Fenton-Glynn
Kirklees	Councillor D O'Donovan
Leeds	Councillor G Almas
Wakefield	Councillor S Tulley

and;

- b) That the Members approved at a) above be approved as District Community Safety Lead representatives in their respective Districts 2019 – 20.

10 Appointment of Member Champions 2018 – 19

Consideration was given to a report of the Chief Legal and Governance Officer which sought the appointment of relevant Member champions for 2019 – 20.

RESOLVED

That Councillor D O'Donovan be appointed Member champion for mental health for 2019 – 20.

11 Representation on Outside Bodies 2019 – 20

Members considered the appointment of representatives to serve on the Local Government Association and other outside bodies for the year 2019 – 20.

RESOLVED

That the following appointments be made for 2019 – 20;

LGA General Assembly - Chair, Councillors T Austin, S Tulley and P Harrand (or their nominated representatives)

LGA Fire Commission - Chair and Councillor P Harrand (or their nominated representatives)

Yorkshire and Humber (Local Authorities) Employers' Association

- Councillor A Wenham (or her nominee)

Yorkshire Purchasing Organisation Management Committee

- Councillor S Tulley (or his nominee)

West Yorkshire Police and Crime Commissioner's Partnership Executive Group

- Chair (or his nominee)

Tri-Service Collaboration Board - Chair (or his nominee)

12 Minutes of the last meeting

RESOLVED

a) That the calendar of meetings 2019 / 2020 be revised (Min no. 73 refers) to reflect a change in date for the Annual meeting which was now to be held on Thursday 25 June 2020 as detailed at Annex B

b) That, subsequent upon the revision at a) above, the Minutes of the Authority at a meeting held on 21 February 2019 be signed by the Chair as a correct record.

13 Minutes of the Community Safety Committee

RESOLVED

That the Minutes of the Community Safety Committee at a meeting held on 29 March 2019 be received.

14 Minutes of the Human Resources Committee

RESOLVED

That the Minutes of the Human Resources Committee at a meeting held on 5 April 2019 be received.

15 Minutes of the Finance and Resources Committee

RESOLVED

That the Minutes of the Finance and Resources Committee at a meeting held on 12 April 2019 be received.

16 Minutes of the Audit Committee

RESOLVED

That the Minutes of the Audit Committee at a meeting held on 26 April 2019 be received.

17 Minutes of the Executive Committee

RESOLVED

That the Minutes of the Executive Committee at meetings held on 26 April and 21 May 2019 be received.

18 Minutes of an extraordinary meeting of the Local Pension Board

RESOLVED

That the Minutes of an extraordinary meeting of the Local Pension Board held on 18 April 2019 be received.

19 Minutes of the Local Government Association

RESOLVED

That the Minutes of the Fire Commission held on 12 October 2018 and the Fire Services Management Committee at meetings held on 25 January and 11 March 2019 be noted.

20 Minutes of the Tri-service Collaboration Board

RESOLVED

That the Minutes of the Tri-service Collaboration Board at a meeting held on 3 August 2018 be noted.

21 Authority Constitution – review

The Chief Legal and Governance Officer submitted a report which invited Members to consider a number of proposed amendments to the Constitution including a new set of Part 4 - Contract Standing Orders and revised Financial Regulations to reflect the new procurement / contract award procedures to be introduced following a review undertaken by an external consultant subsequent upon a decision by the Authority's Executive Committee.

It was proposed that new competition threshold levels be introduced together with a formal list of officers authorised to deal with contract awards. Competition requirements for obtaining three quotations would be reduced from £12,000 to £5,000 and responsibility for tenders above £75,000 would be centralised into central procurement to improve consistency. The requirement for the Chief Fire Officer and Chief Executive to countersign high value contracts was also proposed to be changed to the Chief Finance and Procurement Officer.

Members were further advised that the changes to the Financial Regulations were consequent to the introduction of new Contract Standing Orders. It was reported that there were also a number of "tidy up" amendments.

Members were assured that the new provisions would be monitored to ensure they remained appropriate to meet business needs. Members were also advised that whilst the Authority considered Social Value implications as appropriate, the golden thread of procurement practice was to ensure it delivered Best Value for the Authority.

RESOLVED

That approval be given to the changes in the Constitution as detailed above and in the report now submitted.

22 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 2018 – 31 March 2019.

Members commented on the following issues;

- Secondary arson figures - correlation with weather patterns and geographically localised nature of the incidents
- The impact of climate change on service delivery
- Referrals to partner agencies and impact of the General Data Protection Regulations (GDPR)
- Firesetters and youth intervention

RESOLVED

- a) That the report be noted;
- b) That a report be submitted to a future meeting about the impact of climate change on West Yorkshire Fire and Rescue Service, including partnership working on the issue with the five West Yorkshire District Councils ; and
- c) That it be noted that a new format for the presentation of Performance Management figures to Members was being considered for submission to Members in due course.

23 Corporate Health report 2018 - 19

Members received a report which provided an annual update relating of the corporate health of the Authority incorporating annual statistics for;

- compliments and complaints (271 compliments and 55 complaints)
- performance against a selection of efficiency and effectiveness criteria
- customer service excellence (full compliance in all criteria)
- complaints to the ombudsman (nil return), and
- whistleblowing complaints (nil return)

Members were further advised that no applications had been made under the Regulation of the Investigatory Powers Act (RIPA) 2000 and that, due to its limited use nationally, the requirement for Fire and Rescue Services to report upon its use would shortly be removed by the Investigatory Powers Commissioner. No further reports on RIPA would be submitted to the Fire Authority.

RESOLVED

- a) That the report be noted;

- b) That the RIPA Policy (Regulations of Investigatory Powers Act 2000) and procedures be approved; and
- c) That Members be reassured that individual staff members, who were the subject of specific compliments, be advised of the fact at the earliest opportunity.

24 Service Plan Action Plan 2018 – 19 update

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

Members were advised that the Action Plan 2018 – 19 had been completed and that the Service Plan Action Plan would be replaced in the future by a different reporting mechanism – Programme of Change (Min no. 26 refers).

RESOLVED

That the report be noted.

25 Member support and profile raising

Consideration was given to a report of the Chief Legal and Governance Officer which sought Members' views on the role of the Fire Authority Member and how this might be supported and enhanced to raise the profile of the Authority within the West Yorkshire community.

Members were requested to complete a questionnaire and return it to the Committee secretariat for consideration.

RESOLVED

- a) That the report be noted; and
- b) That Members be circulated with an e-version of the questionnaire for completion.

26 Programme of change 2019 – 20

Members received a report of the Director of Service Support which provided an update on progress in relation to the Programme of Change 2019 – 20 which would replace the Service Plan Action plan reporting (Min no. 24 refers) as agreed at the 21 February 2019 meeting of the Authority.

RESOLVED

That the report be noted.

Chair

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

COMMITTEE MEMBERSHIP 2019 / 20120

As at 27 June 2019

EXECUTIVE COMMITTEE (6)

LABOUR (4)

Austin
Grahame
O'Donovan (Chair)
Tait

CONSERVATIVE (1)

Harrand

LIBERAL DEMOCRAT (1)

Sunderland

SUBSTITUTES

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

HUMAN RESOURCES COMMITTEE (11)

LABOUR (7)

Akhtar
Fenton-Glynn (Vice chair)
Jenkins
Mohammed
Shaheen
Tulley
Wenham (Chair)

CONSERVATIVE (3)

Anderson
Benton
Hunt

LIBERAL DEMOCRAT (1)

Sunderland

SUBSTITUTES

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

FINANCE AND RESOURCES COMMITTEE (11)

LABOUR (7)

Fenton-Glynn

Grahame

Mohammed

O'Donovan

Shaheen

Tait (Chair)

Tulley (Vice chair)

CONSERVATIVE (3)

Anderson

Harrand

Holmes

LIBERAL DEMOCRAT (1)

Downes

SUBSTITUTES

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

AUDIT COMMITTEE (6)

LABOUR (4)

Almas

Grahame (Chair)

Pervaiz

Renshaw (Vice chair)

CONSERVATIVE (1)

Harrand

LIBERAL DEMOCRAT (1)

Downes

SUBSTITUTES

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

COMMUNITY SAFETY COMMITTEE (11)

LABOUR (7)

Akhtar
Almas (Chair)
Austin
Jenkins
Pervaiz (Vice chair)
Renshaw
Tait

CONSERVATIVE (4)

Benton
Holmes
Hunt
Pollard

LIBERAL DEMOCRAT (0)

SUBSTITUTES

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

LOCAL PENSION BOARD (2 x Employer representatives)

LABOUR (1) Wenham

CONSERVATIVE (1) Harrand

CONSULTATION AND NEGOTIATION PANEL (6)

LABOUR (4)

Austin
Grahame
O'Donovan
Tait

CONSERVATIVE (1)

Harrand

LIBERAL DEMOCRAT (1)

Sunderland

SUBSTITUTES

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

BRIEFING GROUP ARRANGEMENTS

2019 / 2020

FULL AUTHORITY		
Group / Position	Member	Substitute
Chair	Cllr O'Donovan	Any Labour Member
Vice Chair	Cllr Austin	Any Labour Member
Conservative	Cllr Harrand	Any Conservative Member

HUMAN RESOURCES COMMITTEE		
Group / position	Member	Substitute
Chair	Cllr Wenham	Any Labour Member
Vice Chair	Cllr Fenton-Glynn	Any Labour Member
Conservative	Cllr Anderson	Any Conservative Member
FINANCE AND RESOURCES COMMITTEE		
Group / position	Member	Substitute
Chair	Cllr Tait	Any Labour Member
Vice Chair	Cllr Tulley	Any Labour Member
Conservative	Cllr Holmes	Any Conservative Member

AUDIT COMMITTEE		
Group / position	Member	Substitute
Chair	Cllr Grahame	Any Labour Member
Vice Chair	Cllr Renshaw	Any Labour Member
Conservative	Cllr Harrand	Any Conservative Member
COMMUNITY SAFETY COMMITTEE		
Group / position	Member	Substitute
Chair	Cllr Almas	Any Labour Member
Vice chair	Cllr Pervaiz	Any Labour Member
Conservative	Cllr Pollard	Any Conservative Member



PROGRAMME OF MEETINGS 2019 / 2020

Annex B

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	FRIDAY 10.30AM AUTHORITY
5 July 2019	5 July 2019	19 July 2019	26 July 2019	12 July 2019	20 September 2019
4 October 2019	-	11 October 2019	18 October 2019	25 October 2019	13 December 2019
10 January 2020	10 January 2020	7 February 2020	31 January 2020	24 January 2020	21 February 2020
27 March 2020	-	17 April 2020	24 April 2020	3 April 2020	25 June 2020 (Thursday – AGM)