



Minutes

Full Authority

Date: 29 June 2018

Time: 10.30 am

Venue: Fire and Rescue Headquarters, Birkenshaw

Present: Councillor J Hughes (Chair), Almas, Anderson, Austin, Dodds, Downes, Fenton-Glynn, Grahame, Harrand, Holmes, Hunt, Lennox, Peart, Pervaiz, Pillai, Pollard, Renshaw, Rowley, Sunderland, Tait and Wenham

In Attendance: None

Apologies: Councillor D O'Donovan

1 Appointment of Chair

RESOLVED

That Councillor Judith Hughes (Labour) be appointed Chair of the Authority for the 2018 – 19 year.

2 Appointment of Vice chair

RESOLVED

That Councillor Tracey Austin (Labour) be appointed Vice chair of the Authority for the 2018 – 19 year.

3 Membership of the Authority

The Chief Legal and Governance Officer submitted a report which advised of the membership of the Authority for 2018 – 19 as notified by the five West Yorkshire District Council with changes as follows;

Bradford	Councillor Jeanette Sunderland (Liberal Democrat) replacing Councillor Riaz Ahmed (Liberal Democrat)
Calderdale	Councillor Josh Fenton-Glynn (Labour) replacing Councillor Bryan Smith (Labour)
Kirklees	Councillor Mussarat Pervaiz (Labour) replacing Councillor Cahal Burke (Liberal Democrat)
Leeds	Councillor Gohar Almas (Labour), Jessica Lennox (Labour), Angela Wenham (Labour) and Ryk Downes (Liberal Democrat) replacing Councillors Salma Arif (Labour), Denise Ragan (Labour), Ghulam Hussain (Labour) and Chris Townsley (Liberal Democrat) respectively
Wakefield	Councillor Olivia Rowely (Labour) and Councillor Richard Hunt (Conservative) replacing Councillors A Wallis (Labour) and M Graham (Conservative) respectively

4 Chair's announcements

Appointment of Chief Finance and Procurement Officer

Members were advised that Mrs Alison Wood had been appointed on a permanent basis as Chief Finance and Procurement Officer.

Saddleworth Moor

Members received an update on the moorland fire which was burning on Saddleworth Moor and the cross-border assistance this Brigade had given to the Greater Manchester Fire & Rescue Service. Whilst the Service were experienced in dealing with fires such as this, the unprecedented protracted period of very dry and hot weather coupled with some strong winds had presented unique challenges to the firefighting response.

A national response had been prompted and support had been offered by the army. West Yorkshire personnel had been deployed during daylight hours only for health and safety reasons and the fires had been being monitored overnight.

Presentations

Members acknowledged the recipients of the following awards;

Dragon Boat race 2018 winners

Safety and Standards Regulatory Excellence Award (Rob Nowak and Chris Kemp – Fire Protection)

Department for business, energy and industrial strategy office for product safety and standards – social outcomes award (Karina Gonzalez and Emma Greenhalgh in conjunction with Together Housing, Kirklees)

Spirit of Fire Supporter of the Year award 2018 – Sarah Goodall

Local Authority Research and Intelligence Association (LARIA) best use of data (Donna Wagner in conjunction with West Yorkshire Local Authority public health teams)

MBE awarded to ex-Assistant District Commander Dom Furby (recently retired) in Queens birthday honours list for his charitable works

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 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 provision for arrangements for budget holders to more closely monitor, identify and report under and overspending as follows;

Deletion of paragraph 2.17 (Part 4. Financial Procedure Rules) and replacement with,

“The Chief Finance and Procurement Officer will provide budget monitoring information to budget holders which will highlight projected budget under and overspending. If a budget is projected to overspend the budget holder must provide a written explanation to the Chief Finance and Procurement Officer as to the cause of the projected overspend and, if necessary, put in corrective measures”.

Members were further advised of a number of “tidy up” amendments.

RESOLVED

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

9 Committee memberships and appointments 2018 – 19

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 2018 – 19 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	Hughes	Austin
Audit Committee	Grahame	Renshaw
Community Safety Committee	O'Donovan	Almas
Finance and Resources Committee	Tait	Peart
Human Resources Committee	Dodds	Wenham

and;

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

10 Nomination of Members to answer questions at meetings of constituent authorities and of District Community Safety leader representatives 2018 – 19

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 J Dodds
Calderdale	Councillor J Fenton-Glynn
Kirklees	Councillor D O'Donovan
Leeds	Councillor R Grahame
Wakefield	Councillor O Rowley

and;

- b) That the Members approved at a) above be approved as District Community Safety Lead representatives in their respective Districts 2018 – 19.

11 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 2018 – 19.

RESOLVED

That Councillor J Hughes be appointed Member champion for mental health for 2018 – 19.

12 Representation on Outside Bodies 2018 – 19

Members considered the appointment of representatives to serve on the Local Government Association and other outside bodies for the year 2018 – 19.

RESOLVED

That the following appointments be made for 2018 – 19;

LGA General Assembly - Chair, Councillors T Austin, J Dodds 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 J Dodds (or her nominee)

Yorkshire Purchasing Organisation Management Committee

- Councillor O Rowley (or her nominee)

Association of Metropolitan Fire Authorities (AMA)

- Chair and Vice chair (or their nominees)

West Yorkshire Police and Crime Commissioner's Partnership Executive Group

- Chair (or her nominee)

13 Minutes of the last meeting

With regard to Her Majesty's Inspectorate of Constabulary and Fire & Rescue Service (HMICFRS) pilot inspection (Min no. 71 refers) and in response to a question, Members were advised of the composition and experience of the inspection team and of the response to initial feedback that had been received since the team's visit in May 2018.

RESOLVED

That the Minutes of the Authority at a meeting held on 16 February 2018 be signed by the Chair as a correct record.

14 Minutes of the Community Safety Committee

RESOLVED

That the Minutes of the Community Safety Committee at a meeting held on 6 April 2018 be received.

15 Minutes of the Human Resources Committee

RESOLVED

That the Minutes of the Human Resources Committee at a meeting held on 13 April 2018 be received.

16 Minutes of the Finance and Resources Committee

RESOLVED

That the Minutes of the Finance and Resources Committee at a meeting held on 20 April 2018 be received.

17 Minutes of the Audit Committee

RESOLVED

That the Minutes of the Audit Committee at a meeting held on 27 April 2018 be received.

18 Minutes of the Executive Committee

RESOLVED

That the Minutes of the Executive Committee at meetings held on 21 March, 12 April, 9 May and of 27 June 2018 (circulated at the meeting) be received.

19 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 12 June 2018 be received.

20 Minutes of the Local Government Association

RESOLVED

That the Minutes of the Fire Services Management Committee at meetings held on 26 January and 12 March 2018 be noted.

21 Minutes of the Tri-service Collaboration Board

RESOLVED

That the Minutes of the Tri-service Collaboration Board at a meeting held on 7 March 2018 be noted.

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 2017 – 31 March 2018.

Members commented on the following issues;

- increased incidence of fatal fires
- detail of building plans available for operational use
- safety / monitoring at vacant Yorkshire Martyrs College site
- planned attacks on firefighters
- arson and partnership working
- fire safety and private landlords / prosecution under new legislation

23 Corporate Health report 2017 - 18

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

- compliments and complaints (319 compliments and 39 complaints)
- performance against a selection of efficiency and effectiveness criteria
- customer service excellence
- complaints to the ombudsman, and
- whistleblowing complaints (1 complaint outstanding)

Members were further advised that no applications had been made under the Regulation of the Investigatory Powers Act (RIPA) 2000.

RESOLVED

- a) That the report be noted; and
- b) That the RIPA Policy (Regulation of Investigatory Powers Act 2000) and procedures be approved.

24 Service Action Plans 2017 – 18 and 2018 – 19

The Chief Legal and Governance Officer submitted a report which updated Members of the progress on the Service Plan Action Plans 2017 – 18 and 2018 – 19.

Members were advised that the Action Plan 2017 – 18 had been completed with the exception of one action which had been carried over into the 2018 – 19 Plan with regard to the implementation of Tri-service collaboration initiatives.

RESOLVED

That the report be noted.

25 Programme of meetings 2018 – 19 – amendment

Consideration was given to a report of the Chief Legal and Governance Officer which sought approval for two amendments to the programme of meetings 2018 – 19 as approved at the 16 February 2018 meeting of the Authority.

RESOLVED

That the amended Programme of meetings 2018 – 19 be approved as detailed at Annex B to these Minutes.

26 Fire Vision 2024 – Local Government Association

Members considered a report of the Chief Fire Officer and Chief Executive which introduced the Local Government Association document Fire Vision 2024.

RESOLVED

That the report be noted.

Chair

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

COMMITTEE MEMBERSHIP 2018 / 2019

As at 29 June 2018

EXECUTIVE COMMITTEE (6)

LABOUR (4)

Austin

Dodds

Grahame

Hughes

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)

Austin
Dodds (Chair)
Fenton-Glynn
Lennox
Peart
Rowley
Wenham (Vice chair)

CONSERVATIVE (3)

Anderson
Hunt
Pillai

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)

Dodds
Fenton-Glynn
Grahame
Lennox
O'Donovan
Peart (Vice chair)
Tait (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)

Holmes

LIBERAL DEMOCRAT (1)

Downes

SUBSTITUTES

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

COMMUNITY SAFETY COMMITTEE (11)

LABOUR (7)

Almas (Vice chair)

Hughes

Lennox

O'Donovan (Chair)

Pervaiz

Tait

Wenham

Harrand

CONSERVATIVE (4)

Hunt

Pillai

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) Austin

CONSERVATIVE (1) Harrand

CONSULTATION AND NEGOTIATION PANEL (6)

LABOUR (4)

Austin
Dodds
Grahame
Hughes

CONSERVATIVE (1)

Harrand

LIBERAL DEMOCRAT (1)

Sunderland

SUBSTITUTES

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

BRIEFING GROUP ARRANGEMENTS

2018 / 2019

FULL AUTHORITY		
Group / Position	Member	Substitute
Chair	Hughes	Any Labour Member
Vice Chair	Austin	Any Labour Member
Conservative	Harrand	Any Conservative Member

HUMAN RESOURCES COMMITTEE		
Group / position	Member	Substitute
Chair	Dodds	Any Labour Member
Vice Chair	Wenham	Any Labour Member
Conservative	Anderson	Any Conservative Member
FINANCE AND RESOURCES COMMITTEE		
Group / position	Member	Substitute
Chair	Tait	Any Labour Member
Vice Chair	Peart	Any Labour Member
Conservative	Harrand	Any Conservative Member

AUDIT COMMITTEE		
Group / position	Member	Substitute
Chair	Grahame	Any Labour Member
Vice Chair	Renshaw	Any Labour Member
Conservative	Holmes	Any Conservative Member
COMMUNITY SAFETY COMMITTEE		
Group / position	Member	Substitute
Chair	O'Donovan	Any Labour Member
Vice chair	Almas	Any Labour Member
Conservative	Pollard	Any Conservative Member



PROGRAMME OF MEETINGS 2018 / 2019

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
6 July 2018	6 July 2018	13 July 2018	27 July 2018	20 July 2018	21 September 2018
5 October 2018	-	12 October 2018	19 October 2018	26 October 2018	14 December 2018
11 January 2019	11 January 2019	1 February 2019	8 February 2019	25 January 2019	21 February 2019 (Thursday)
5 April 2019	-	12 April 2019	26 April 2019	29 March 2019	27 June 2019 (Thursday) (AGM)

