



# Minutes

## Executive Committee

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Date: 06 January 2020

Time: 10.00 am

Venue: Fire and Rescue Headquarters, Birkenshaw

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Present: Councillor D O'Donovan (in the chair), P Harrand, J Sunderland, A Tait, S Tulley and A Wenham (as substitute for Councillor R Grahame)

In Attendance: None

Apologies: Councillor R Grahame

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### 19 Minutes of the last meeting

#### **RESOLVED**

That the Minutes of the last meeting held on 20 September 2019 be signed by the Chair as a correct record.

### 20 Matters arising

None.

### 21 Urgent items

#### **Officers - overseas visits**

[With the approval of the Chair two additional overseas visits by officers were considered as urgent items on the basis that invitations to attend had been received shortly before Christmas 2019 with responses required in early January].

### Intershutz 2020 Rescue Challenge, Hanover, Germany

An invitation had been received for an Officer to attend in the role of Technical Assessor for the Intershutz 2020 Rescue Challenge in Hanover, Germany from 14 - 20 June 2020. The event was one of the main extrication challenges in Europe and would be fully funded by the event organisers. It was anticipated that attendance as assessor at the event would not only highlight the ability and experience of West Yorkshire Fire and Rescue Officers but also afford the opportunity to bring back learning gained during the competition.

#### **RESOLVED**

That approval be given to the attendance of one Officer to attend the Intershutz 2020 Rescue Challenge in Hanover, Germany from 14 – 20 June 2020.

### International Canine Training, Paris, France

Members were advised that an invitation had been received for the Brigade's rescue dog, Jessie, to attend an international search and rescue (ISAR) training event in France with her handler on 2 – 6 March 2020.

The event would be subsidised by ISAR and would require a maximum funding of £400 from West Yorkshire Fire and Rescue Service. Costs could be met from within existing budgetary provision.

Attendance at the training session would offer the opportunity to learn new techniques in challenging and new circumstances whilst showcasing the abilities of the Brigade's rescue dog and handler.

#### **RESOLVED**

That approval be given to the attendance of the West Yorkshire Fire and Rescue Service rescue dog, Jessie, and her handler at the ISAR training event in Paris, France on 2 – 6 March 2020.

## **22 Admission of the public**

#### **RESOLVED**

That the public and press be excluded from the meeting during consideration of the item of business specified below as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item, there would be disclosure to them of exempt information of the description specified.

AGENDA ITEM NO.	TITLE OF REPORT	MINUTE NUMBER	Description of exempt information by reference to the paragraph number in Schedule 12a of the Local Government Act 1972
E9	Extension of the Interim Procurement Manager contract	27	Paragraph 1 – relating to an individual

### 23 Declarations of interest

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

### 24 Tri-service collaboration update

Consideration was given to a report of the Director of Service Support which updated the Committee on current and future collaboration initiatives.

Future collaborative opportunities had been considered by the Tri-Service Collaboration Steering Group at a meeting on 2 December 2019 – some of which had been considered previously but not progressed. Due to changing circumstances these had been revisited for approval.

Areas identified for further scoping were as follows;

- Occupational Health – recruitment within West Yorkshire Police (WYP) over the coming years would place an increased demand on its occupational health function and it was now considered appropriate to explore opportunities such as shared facilities and staff
- Health and Safety teams – this had not been previously scoped but it was considered that there may be potential for the sharing of staff and facilities
- Shared estates – consideration had been given previously to collaboration opportunities and it was now agreed that further exploration be given to the suitability of rural fire stations hosting Yorkshire Ambulance Service (YAS) and neighbourhood policing teams including the possibility of shared office space
- Tri-service emergency responders – the possibility of multi-discipline trained staff had been identified as an area which may provide benefits for each participating organisation.
- Shared training and training facilities – it was considered that this was an area with a large potential for collaboration
- Fleet management and workshops – shared facilities and management in this area would provide the opportunity for improved efficiency and effectiveness. This would be with the exclusion of WYP who were subject to a national contract.

- Printing services – potential had been identified for West Yorkshire Fire and Rescue Service (WYFRS) and YAS to potentially utilise the additional capacity within the WYP in-house printing service, therefore negating the requirement to out-source print work.

It was reported that further scoping of all collaborative opportunities would be subject to financial impact assessments with the aim of realising financial efficiencies. They would also include consideration of equality, diversity & inclusion and health and safety impact assessments.

## **RESOLVED**

- a) That the report be noted;
- b) That the Tri-Service partners be encouraged at every opportunity to ensure that data sharing remained an integral part of collaboration; and
- c) That progress reports on the agreed collaboration initiatives be submitted to the Executive Committee on a regular basis as appropriate.

## **25 Forced entry cause for concern – conclusion of six-month pilot**

The Director of Service Support submitted a report which sought approval for the implementation of the Gaining Entry Cause for Concern protocol across the Brigade.

Members were advised that the outcomes of the six-month pilot project (extended with the approval of the Committee in September 2019) had been considered and it was apparent that the Gaining Entry Cause for Concern protocol had realised benefits both to the services involved and to the local community in West Yorkshire as detailed in the report now submitted.

It was reported that both WYP and YAS had expressed an interest in the protocol being made a permanent agreement with some additional recommendations for improvements as identified by the review of the pilot project. Increased demand upon WYFRS resources could be managed within current capacity.

## **RESOLVED**

- a) That the additional recommendations to the operation of the Gaining Entry Cause for Concern protocol be approved as detailed at the annex to the report now submitted;
- b) That it be confirmed that any future fees for cancellation of boarding up arrangements should not be funded by West Yorkshire Fire and Rescue Authority; and
- c) That the Gaining Entry Cause for Concern protocol be approved for permanent inclusion within West Yorkshire Fire and Rescue Service operating procedures subject to the recommendations at a) and b) above.

## **26 Visit to Interschutz 2020**

Consideration was given to a report of the Director of Service Delivery which sought approval for the attendance of two officers from the Operational Equipment Team to attend the Interschutz 2020 Fire Services trade fair in Hanover, Germany on 15 – 20 June 2020.

Members were advised of the specific areas that would be investigated in terms of developments in firefighting and Personal Protective Equipment (PPE) including the following;

- Clean cab capability, carcinogens and stowage solutions
- Breathing apparatus
- Wildfire equipment
- Battery operated positive pressure ventilation fans (PPV)

Costs associated with attendance at the Fair could be met from within existing budgetary provision.

## **RESOLVED**

- a) That approval be given to the attendance of two officers from the Operational Equipment team at the Interschutz 2020 Fire Services trade fair in Hanover, Germany on 15 – 20 June 2020; and
- b) That feedback from the attendance at the Trade Fair at a) above be provided to the Executive Committee.

## **27 Extension of the interim Procurement Manager contract**

(This item was considered exempt information under Schedule 12A (1) of the Local Government Act 1972 – relating to an individual)

The Chief Finance and Procurement Officer submitted a report which sought approval for the extension of the temporary contract for the interim Procurement Manager to facilitate in particular the establishment of a full procurement team and the integration of the OPEX (product ordering) and SAP (finance) systems by early April 2020.

It was reported that the additional costs associated with the extension of the temporary contract would be funded from the Service Support Reserve account.

## **RESOLVED**

That approval be given to a 52-day extension to the contract for the temporary interim Procurement Manager to 31 May 2020.

Chair