



# Minutes

## Finance & Resources Committee

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Date: 12 October 2018

Time: 10.30 am

Venue: Fire and Rescue Headquarters, Birkenshaw

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Present: Councillor A Tait (in the Chair), C Anderson, J Dodds, R Downes, R Grahame, L Holmes, J Lennox, D O'Donovan, T Peart and O Rowley (as substitute for Councillor Fenton-Glynn)

In Attendance: Councillor T Austin

Apologies: Councillors J Fenton-Glynn and P Harrand

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### **9 Minutes of the last meeting**

#### **RESOLVED**

That the Minutes of the Committee at a meeting held on 13 July 2018 be signed by the Chair as a correct record.

### **10 Urgent items**

None.

### **11 Admission of the public**

There were no items which required the exclusion of the public and press.

### **12 Declarations of interest**

None.

### **13 Information Governance annual update**

The Chief Legal and Governance Officer submitted a report which provided an annual update on the implementation of Information Governance arrangements and which highlighted the arrangements that had been made since the General Data Protection Regulations (GDPR) came into force on 25 May 2018.

Members were advised that formal internal audits had been undertaken by Kirklees MC which gave substantial assurances for both the preparedness for GDPR and Freedom of Information compliance.

#### **RESOLVED**

That the report be noted.

### **14 Employers' Pension Contributions**

Consideration was given to a report of the Chief Finance and Procurement Officer which advised of changes to the employers' pension contributions for the 2015 Firefighters' Pension Scheme.

It was reported that, since the amendment to the discount rate used to determine the contribution rate from 3% to 2.4%, it was anticipated that there would be large increases in employer pension contributions from April 2019. Since the publication of the report confirmation had yet been received from the Government Actuary Department that there would be an increase of 12.6% in the employers' contribution rate.

Members were advised that the provision for a 2% increase had been included in the Medium Term Financial Plan but it was estimated that the increase in employers' contributions could lead to an additional budgetary requirement of £5.3m per annum. Part funding would be made available from central Government in 2019 – 2020 only.

In response to a Members' question about the impact on service delivery it was reported that, whilst there could be no certainty, this could not be ruled out.

#### **RESOLVED**

That the report be noted.

### **15 Quarterly Financial Review**

Members considered a report of the Chief Finance and Procurement Officer which presented the quarterly review of the financial position of the Fire Authority over the preceding 3 months of the current financial year including both revenue and capital expenditure.

The forecast underspend of £180k was reported to be in line with the £239k projected at the last meeting of this Committee. A total of £560k had been transferred to contingencies and it was reported that the capital plan had been revised to reflect slippage of capital schemes in respect of the rebuild of Wakefield Fire Station and the implementation of the ICT review. A virement of £50k had also been made between capital budgets as detailed in the report now submitted.

Members were further advised that new arrangements had been put in place for improved budget and expenditure monitoring and sought clarity with regard to the levels and use of reserves.

## **RESOLVED**

- a) That the report be noted; and
- b) That the revised revenue budget and capital plan be approved.

## **16 Reserves strategy**

The Chief Finance and Procurement Officer submitted a report which sought endorsement of the Authority's Reserves Strategy 2018/19 – 2022/23 and approval for the transfer of £9.388m of reserves from the General Fund to three new Earmarked Reserves as detailed in the report now submitted.

Members sought further information with regard to the following issues;

- Level of reserves
- Detail of use of new Major Projects Reserve (£7m)
- Capital funding arrangements

## **RESOLVED**

- a) That the strategy and transfer of £9.388m reserves between General Fund and Earmarked Reserves be approved; and
- b) That the Reserves Strategy 2018/19 – 2022/23 be approved for publication.

## **17 Operation Florian**

Consideration was given to a report of the Director of Service Support which sought approval for West Yorkshire Fire and Rescue Service to engage with the charity work conducted by Fire Aid (Operation Florian) within a set of parameters as detailed in the report now submitted.

Members received a presentation from a West Yorkshire firefighter participant in the Scheme who gave detail of the type of projects undertaken and the benefits both to those receiving and those offering the service.

## **RESOLVED**

That the Chief Fire Officer and Chief Executive be given delegated authority to deploy personnel and donate end of life equipment with no residual value to overseas countries within the parameters detailed below;

- There will be no residual value in the equipment and appliances donated
- All overseas activity and donations will need approval by Management Board
- A committee will be established within the Service to manage the activity of the charity (to consist of volunteers, conducted outside of working hours)
- All activity with the charity to be subject to internal audit
- The Service will volunteer a maximum of 20 days in any one financial year
- Those who volunteer to carry out the charity work will be expected to match the time provided by the Service with their annual leave allocation
- The volunteers will be classed as on duty whilst carrying out their duties abroad with the charity
- Any time spent working for the charity before their visit will be carried out off-duty and unpaid
- Volunteers will only be permitted to travel if they have adequate personal insurance to cover their time away
- Volunteers will not be permitted to travel alone

- The Government's travel advice service must be consulted by the organising committee before travel is permitted
- Any work carried out by volunteers will be subject to a risk assessment and where possible this should be shared with the organising committee before and during the visit, and
- Wherever possible equipment and appliances should be supplied with all relevant technical bulletins, training material and service records.

Chair