

# Minutes

## Finance and Resources Committee

Date: 17 October 2025

Time: 10:30

Venue: FSHQ

Present:

Cllr Tulley (in the Chair) Cllrs Buckley, Carlisle, Downes, Garvani, Keith, O'Donovan Pollard, Renshaw, Salam and Wood (as substitute for Cllr Shaheen).

Apologies:

Cllr Shaheen

### 9. Minutes of meeting held on 18 July 2025

**Resolved**

That the Minutes of the last meeting held on 18 July 2025 be signed by the Chair as a correct record.

### 10. Matters Arising

There were no matters arising from the minutes.

### 11. Urgent items

There were no urgent items

### 12. Admission of the public

**Resolved**

That the public and press be excluded from the meeting during consideration of the items 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 these items, there would be disclosure to them of exempt information of the descriptions specified.

<b>AGENDA ITEM NO.</b>	<b>TITLE OF REPORT</b>	<b>MINUTE NUMBER (to be added)</b>	<b>Description of exempt information by reference to the paragraph number in Schedule 12a of the Local Government Act 1972</b>
E14	Keighley Fire Station Additional Capital Funding	22	Paragraph 3 – financial or business affairs

### 13. Declarations of interest

There were no disclosures of disposable pecuniary interests.

### 14. Quarterly Financial Review

The Director of Finance and Procurement presented a report detailing the quarterly review of the financial performance of the Authority for the first six months of the current financial year and requesting approval of the revised capital plan.

Members sought confirmation from the report author that the used reserves would be replenished and it was noted that the proposed increase in the precept of 5% would be put towards this. Members suggested the total increase should be expressed to council tax payers as a monetary value to emphasise the low actual rise they are required to pay and the value for money received.

Members challenged and were given further information and background on the following:

- Tyre replacement appearing to be more frequent, despite there being no significant difference in the weight of the new fleet. It was noted the wear and tear on tyres is heavily influenced by the location and types of fires attended.
- The apparently substantial cost of AdBlue
- The changes to the funding formula and proposed changes to the spending review, which members felt should take into account the significant increases in extreme weather related incidents and the prevalence of lithium-ion batteries.

#### **Resolved**

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

## 15. Reserves Strategy

The Director of Finance and Procurement presented a report requesting approval of the Reserves Strategy 2025/26 to 2029/30.

Members challenged the report author on the dormant earmarked reserves.

### **Resolved**

That Members approve the Reserves Strategy 2025/26 – 2029/30

## 16. Building Risk Database Replacement

The Director of Service Support presented a report requesting approval of the draw down of funds to complete the Building Risk Database (BRD) project.

Members discussed the benefits of internal development of the project with the support of an external consultant and asked for clarification of the asset life of the product. Members briefly discussed the potential uses of artificial intelligence (AI) within the Fire Service.

### **Resolved**

That Members approve the draw down of funds to complete the Building Risk Database (BRD) project.

## 17. People First Digital Programme

The Director of People and Culture presented a report requesting approval to procure a People First Digital Programme, which will aim to consolidate HR, rostering and competency management systems.

Members challenged the report author on the projected savings to be made by implementing the programme, which will be realised in years 3 and 4 of the project when the term of employment for the project manager will expire and there will no longer be a requirement to maintain dual systems. Members further challenged the report author on the timing of the project.

Members sought assurance that all options had been considered, including procuring an off the shelf product, or using the software in place in Kirklees and liaising with other Authorities. Members further requested assurances that the productivity and efficiency savings would not result in redundancies, and that appropriate staff would be released to strengthen front line activities.

Members challenged the report author regarding the scoping of the new Programme Manager Role, the competitiveness of the salary, benchmarking and the possibility of paying a market supplement to attract the right applicants.

**Resolved**

That Members approve the procurement, implementation planning and creation of a dedicated team to facilitate the People First Digital Programme

## **18.Undress Uniform Stock**

The Director of Service Support presented a report requesting approval of the draw down of funds to increase the stock of undress uniform, particularly for female staff.

Members challenged the report author on the timing of the procurement and any possible conflicts of interests and were pleased to note the uniforms would be made using cloth milled in Yorkshire.

**Resolved**

That Members approve the draw down of £109,166 to order the required stock of undress uniform.

## **19.Review of Standing List of Member Attended Conferences**

The Director of Corporate Services presented a report requesting Members to consider the standing approved list of Member attended conferences, which is reviewed every 3 years.

The list, last approved in October 2022, comprised the following conferences.

- LGA Fire Conference (on a 1:1:1 basis)
- LGA Annual Conference (on a 1:1:1 basis)
- LGA Fire Leadership Academy (previously funded by the Local Government Association)
- AFSA Annual Winter Conference (Member Champion for Diversity and Inclusion)

Members commented that the conferences were very useful and the balance of political groups should be taken into account when allocating places.

**Resolved**

a) That the standing list of conferences be approved as follows;

- LGA Annual Fire Conference
- LGA Annual Conference
- LGA Fire Leadership Academy
- AFSA Annual Winter Conference
- LGA Firefighters' Pension Scheme – Local Pension Board Training and Annual Conference

b) That relevant allowances be payable to attending Members as appropriate

c) That the standing list of conferences be reviewed in October 2028.

## **20.Environmental Working Group Activities**

The Director of Corporate Services presented a report informing members of the activities of the Environmental Working Group during 2024/25.

Members welcomed the report and were pleased to note that utility costs were decreasing and were interested to learn that utility usage is monitored on a weekly basis and any significant fluctuations are investigated.

Members discussed the cycle to work scheme, the use of solar panels and requested that in future the savings could be expressed in usage rather than monetary, which will become available with the imminent introduction of improved data portals.

**Resolved**

That the report be noted

## **21.Information Governance Annual Update**

Members considered a report of The Director of Corporate Services which provided an annual update on the implementation of Information Governance and Security arrangements throughout the Authority.

Members welcomed the informative, detailed report and particularly expressed their thanks to the team working in Corporate Services for their hard work and dedication.

Members discussed the Freedom of Information (FOI) requests and whether there is any pattern or consistency emerging in the types of requests. Members further commented on WYFRA IT security measures, confidential waste procedures, recycling and digital sanitisation of end of life IT equipment.

**Resolved**

That the report be noted

## **22.Keighley Fire Station Additional Capital Funding**

**(This item was considered exempt information under Schedule 12A (3) of the Local Government Act 1972 – financial or business affairs)**

The Director of Service Support presented a report which sought approval for an additional £300,000 in capital funding to enable the completion of the Keighley Fire Station redevelopment project.

Members were provided with an update regarding the ongoing governance and monitoring of the project and the ongoing disputes with the contractors and quantity surveyors.

Members challenged the report author to provide a breakdown of the increases in budget required to complete the project, including the location of the training tower, the asbestos removal, the piling depths and the sewer removal. Members were

concerned these issues should have been picked up in the original surveys and were anxious to ensure lessons would be learnt for future station redevelopments and that compromises to operational capabilities would be avoided.

**Resolved**

That Members approve the draw down of £300,000 in capital funding to complete the redevelopment of Keighley Fire station.

Chair