

Minutes

People and Culture Committee

Date: 10 October 2025

Time: 10:30

Venue: FSHQ

Present:

Cllr Tulley (in the chair), Cllrs Bruce, Dickenson, Garvani (as sub for Cllr Shaheen), Pollard, Renshaw (as sub for Cllr Parnham), Sutcliffe.

Apologies:

Cllrs Ahmed, Downes, Parnham, Shaheen and Tudor

11.Minutes of meeting held on 4 July 2025

Resolved

That the Minutes of the last meeting held on 4 July 2025 be signed by the Chair as a correct record.

12.Matters arising

There were no matters arising.

13.Urgent items

There were no urgent items.

14. Admission of the public

There were no items requiring the exclusion of the public and press.

15.Declarations of interest

There were no declarations of interest.

16.People and Culture Activity Report

The Director of People and Culture submitted a report which advised Members of the key HR metrics for the reporting period 1 April 2025 to 30 June 2025, including establishment strength, sickness absence data and high-level discipline and grievance figures.

Members discussed and challenged the report author on the following:

- The background to code of conduct concerns
- Sickness absence data and the ongoing work to reduce the statistics
- Ethnicity data and its comparison to WY population and other Fire and Rescue Services and the ongoing efforts to increase the response rate and the statistics.
- Retained firefighter availability

Resolved

That the report be noted

17. Accident Analysis Annual Report

The Director of People and Culture submitted a report which informed members of the accident trends for the period 1 April 2024 to 31 March 2025. Members welcomed the report and challenged the report author on the follow up procedures and lessons learnt from accidents occurring on the training ground and at incidents.

Members requested it to be noted that it is crucial that the public is made aware of the multiple roles Firefighters undertake and how climate change is impacting the role.

Members further noted that the work done on contaminants is one of the best in the country and recognition of this work is vital, alongside the cross agency/service collaborative work done.

Resolved

That the report be noted

18. Apprenticeship Update Report

The Director of People and Culture submitted a report which advised Members of the progress of the 2025/26 support for apprentices, including an update on the Apprenticeship Levy account spend.

Members thanked the report author for the work done with apprenticeships and noted it was important to acknowledge their importance and recognise the improvements made to the apprenticeship system, including removing unnecessary assessment and testing.

Members challenged the report author on the spare funding held in the apprenticeship levy account and the plans to share this with other institutions. Members were

provided with a summary of the differences between learning via an apprenticeship scheme, a National Vocational Qualification (NVQ) and Continuous Professional Development (CPD).

Resolved

That the report be noted.

19.Spotlight On Reports

The Director of People and Culture provided a report to update Members on the work of the Diversity, Equity & Inclusion (EDI) team. This included a spotlight on the Diversity Equity and Inclusion initiatives already undertaken and those planned and a spotlight on Positive Action and Community Engagement events.

Members noted the reports and received them positively.

Resolved

That the spotlight on reports be noted.

20.Local Pension Board Annual Report

The Monitoring Officer submitted a report which invited Members to review and ratify the Local Pension Board Annual Report 2024/25.

Members sought confirmation from the Monitoring Officer that the West Yorkshire Pension Fund (WYPF) is fully funded and that the current concerns are solely related to the performance of the administrators. It was noted that pension administrators across all sectors are in a similar situation due to the increased unavoidable demand for manual calculations. Members were assured that dialogue with the WYPF continues alongside appropriate lobbying.

Resolved

That the report be noted, and it be confirmed the Local Pension Board had acted within its Terms of Reference and in accordance with good governance principles during the 2024/25 municipal year.

21.Quarterly Update on the 12 Month People Plan

The Director of People and Culture presented their recorded video message updating all staff and members of the progress made on the 12 month People Plan.

Members noted the updates to the People Plan and expressed their appreciation for the invitation to the inaugural West Yorkshire Fire Service Awards and Recognition Ceremony held earlier in the week.

Chair