

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MEETING OF THE FINANCE AND RESOURCES COMMITTEE TO BE HELD ON FRIDAY 23 APRIL 2010 AT 10.30 A.M. IN THE CONFERENCE ROOM, FIRE SERVICE HEADQUARTERS, BIRKENSHAW

AGENDA

1. Minutes of meeting held on 5 March 2010 (p 1)
2. Urgent items
3. Admission of the Public :

The Committee is asked to consider whether, by resolution, to exclude the public from the meeting during the items of business marked with an 'E' reference, because of the possibility of the disclosure of exempt information.

4. Declarations of interest

To consider any Declaration of Interest in relation to any item of business on the agenda.

Items for noting

5. Communications contracts (re-negotiation) (p 7)
6. British Red Cross partnership - update (p 11)
7. Total Place – update (p 17)
8. Naming Convention Policy (p 24)

Items for decision

9. Closed Circuit Television (CCTV) policy (p 42)
10. Leadership academy – attendance by Members (p 54)
11. Standards Regional Conference – attendance by Members (p 56)
12. Purchase of Driver Simulator – virement of funds (p 58)

- E13. Purchase of Flood capability (p 61)
- E14. Purchase of technical rescue vehicle (p 64)
- E15. Insurance renewals (p 66)
- E16 Information Governance Strategy (p 70)

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MEETING OF THE FINANCE AND RESOURCES COMMITTEE

HELD ON 23 APRIL 2010

AT FIRE SERVICE HEADQUARTERS, BIRKENSHAW

Present : Councillors P Harrand (In the Chair), M Akhtar, S Armitage, A Castle, J Dodds, D Gray, M Jamil, G Kirkland and D Ridgway

Apologies : Councillor M Khan

In attendance : Councillor P Booth

56 MINUTES OF THE LAST MEETING

RESOLVED

That the Minutes of the Committee at a meeting held on 5 March 2010 be signed by the Chair as a correct record.

57 URGENT ITEMS

None.

58 EXCLUSION OF THE PUBLIC – SECTION 100a, LOCAL GOVERNMENT ACT 1972

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 and press were present during these items, there would be disclosure to them of exempt information of the descriptions 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
E13	Purchase of flood capability	68	Paragraph 3 – financial or business affair

E14	Purchase of technical rescue vehicle	69	Paragraph 3 – financial or business affairs
E15	Insurance renewals	70	Paragraph 3 – financial or business affairs
E16	Information Governance Strategy	71	Paragraph 3 – financial or business affairs

59 DISCLOSURES OF INTEREST

No declarations of interest were made in any matter under discussion at the meeting.

60 COMMUNICATIONS CONTRACTS (RE-NEGOTIATION)

Consideration was given to a report of the Director of Corporate Resources which advised Members of the potential savings from the revised communications contract.

It was reported that the cost of communications had risen within the Authority due to the increased number of mobile devices in use. Members were advised that the contract had subsequently been negotiated through an Office of Government Commerce framework. Investigations were also underway to transfer the provision of landlines into a similar framework agreement which would deliver significant cost savings. Once fully implemented, the forecast savings from the changes would lead to a reduction in communications costs of around £150,000 per annum.

RESOLVED

That the report be noted.

61 BRITISH RED CROSS PARTNERSHIP - UPDATE

The Director of Fire Safety and Community relations submitted a joint report which provided an update on the outcomes of the first year of the employer supported volunteer scheme, supporting the Red Cross fire and emergency support vehicle.

Initial approval for participation in the scheme had been given in February 2009, and Fire Service personnel had volunteered to be on standby during the working day to staff the vehicle if required. Costs associated with the scheme came from within existing budgetary provision.

RESOLVED

- (i) That the report be noted; and
- (ii) That the Authority continues to support the aims of the scheme.

62 TOTAL PLACE - UPDATE

Consideration was given to a report of the Director of Fire Safety and Community Relations which advised Members of the outcomes of the Total Place pilots together with the content of a number of related documents which would have an impact on the Fire Authority and its partner organisations.

Members were reminded that the Total Place project had focussed on joint working and the reduction of waste and duplication and had been launched as part of Government's 2009 budget process. This Authority had been working with other partner agencies on the Bradford Total Place pilot scheme which had also indirectly contributed to the improvement of fire outcomes. These outcomes had gone some way to reducing the potential effect of the removal of fire indicators from the national set and any associated reduction in the ability to secure resources.

RESOLVED

That the report be noted.

63 NAMING CONVENTION POLICY

The Director of Corporate Resources submitted a report which advised of the implementation of a File Naming Convention Policy to enable more efficient working across the authority and increased effectiveness in the management of electronic files.

RESOLVED

That the report be noted.

64 CLOSED CIRCUIT TELEVISION (CCTV) POLICY

The Director of Corporate Resources submitted a report which sought approval for the implementation of a closed circuit television (CCTV) policy with a view to providing a safe and secure environment for staff and visitors and to protect Authority property. The policy set out the accepted use and management of the equipment and images to comply with various pieces of relevant legislation.

RESOLVED

That approval be given to the implementation of a Closed Circuit Television (CCTV) policy.

65 LEADERSHIP ACADEMY – ATTENDANCE BY MEMBERS

Consideration was given to a report of the Director of Corporate Resources which sought advice on the attendance of a Member at the Leadership Academy 2010 to be held in York between September and November.

It was reported that a place was available for a Member of the Authority to attend the 6-day leadership academy funded by Local Government Yorkshire and Humber.

RESOLVED

That approval be given to the attendance of one Member at the 6-day Leadership academy to be held in York between September and November 2010.

66 STANDARDS REGIONAL CONFERENCE – ATTENDANCE BY MEMBERS

The Director of Corporate Resources submitted a report which sought approval for the attendance of Members at a regional Standards Conference to be held in Bradford on 7 July 2010.

Participation in the Conference would provide Members with a focused learning opportunity which would enhance the Authority's corporate governance arrangements. The cost of attendance would be £15 per delegate plus travel and subsistence allowances and would be met from within existing revenue budget provision.

RESOLVED

That approval be given to the attendance of Members at the one-day Standards Conference to be held in Bradford on 7 July 2010.

67 PURCHASE OF DRIVER SIMULATOR – VIREMENT OF FUNDS

Consideration was given to a report of the Director of Fire Safety and Community Relations which informed Members of the receipt of tenders at higher than expected costs for the purchase of a Community Safety Driver Simulator.

Approval for capital funding had been given in February 2009 for the replacement of ageing Community Safety resources and Members were advised that the lowest tender received for this piece of equipment was £8,000 higher than the original estimate. It was proposed to finance the additional cost through virement from the scheme for Community Fire Safety equipment which remained uncommitted. The saving could be achieved by the reduction of one Chip Pan Display unit which would not now be required due to a reduction in weekend working activity.

RESOLVED

That approval be given to the virement of £8,000 from the Community Fire Safety equipment scheme as detailed in the report now submitted for the purchase of a Community Safety Driver Simulator.

68 PURCHASE OF FLOOD CAPABILITY

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

Consideration was given to a report of the Director of Operations which sought approval for the procurement of flood capability and ancillary equipment (boats and vehicles).

RESOLVED

That approval be given to the purchase of boats and equipment as detailed in the report now submitted.

69 PURCHASE OF TECHNICAL RESCUE VEHICLE

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

The Director of Operations submitted a report which sought approval for the procurement of a technical rescue vehicle in the sum detailed in the report . Members were advised that the scheme was included within the current capital plan approved in December 2009.

RESOLVED

That expenditure be approved in the sum detailed in the report now submitted for the purchase of a Technical Rescue vehicle.

70 INSURANCE RENEWALS

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

Consideration was given to a report of the Chief Finance Officer which advised of the conclusion of negotiations of the insurance contract and relevant premiums.

The negotiations had been delegated to the Chief Finance Officer, in consultation with the Chief Executive. It was reported that the result of the negotiations would achieve £23,239 in savings in respect of the insurance renewals for 2010 / 11.

RESOLVED

That the report be noted.

71 INFORMATION GOVERNANCE STRATEGY

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

The Director of Corporate Resources submitted a report which provided an update on the implementation of the Information Governance arrangements and on progress towards the introduction of an Information Security Management System (ISMS). An Improvement Plan had been developed to monitor compliance against 76 identified information governance standards.

RESOLVED

That the report be noted.

Chair