



Minutes

Executive Committee

Date: 07 September 2018

Time: 10.00 am

Venue: Fire and Rescue Headquarters, Birkenshaw

Present: Councillor J Hughes (in the chair), J Dodds, R Grahame, P Harrand and J Sunderland

In Attendance: None

Apologies: Councillor T Austin

1 Minutes of the last meeting

RESOLVED

That the Minutes of the last meeting held on 27 June 2018 be signed by the Chair as a correct record.

2 Urgent item

None.

3 Admission of the public

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

4 Declarations of interest

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

5 Lease car arrangements

The Chief Finance and Procurement Officer submitted a report which proposed a change to the existing car leasing arrangement to permit those members of non-uniformed staff (currently Directors and Executive Officers) eligible to participate in the scheme to opt to take a cash equivalent payment rather than remain in the car leasing scheme.

Members were advised that recent tax changes had made the scheme increasingly unattractive to those eligible members of staff who did not provide an emergency response and the proposed changes, taking account of the financial impact of revised mileage rates and changes to insurance arrangements, would result in a saving for the Authority of an average of £536 per employee choosing to opt out of the car leasing scheme. A termination fee would be payable by those staff wishing to opt out prior to the end of their particular car lease.

RESOLVED

That eligible staff be offered the option of a cash equivalent payment rather than remain in the car leasing scheme and that the current casual user mileage rate (45p / mile) be applicable.

6 Finance – technical accountant

Members considered a report of the Chief Finance and Procurement Officer which sought approval for an increase in the establishment of the finance team by the appointment of a permanent technical accountant to replace the temporary postholder who had recently retired.

It was reported that the technical support in the closure of the annual accounts had been provided for the previous eight years by a temporary appointment for part of each financial year.

Members were advised that it was now proposed to appoint a Grade 9 full-time technical accountant who would undertake duties in addition to the closedown of accounts as detailed in the report now submitted. The cost of the increase in establishment would be £36,015 which represented an increase of £21,015 per annum compared with the cost of employing the previous temporary postholder.

RESOLVED

That approval be given to increase the establishment in the finance team by one Grade 9 Accounts Officer – Technical post.

7 Tri-service collaboration update and improvement to governance arrangements

Consideration was given to a report of the Chief Fire Officer and Chief Executive which updated Members on current and future collaboration initiatives and improvements in the governance arrangements.

Following the establishment of the Tri-service Collaboration Board collaboration workstreams had been established to look at the following;

- Driver training
- Gaining entry
- Emergency planning
- Blue light champions (scoping report)
- Youth engagement (scoping report)
- Early intervention (scoping report)

In addition changes had been made to the tri-service governance structure which required an adaptation to the current Terms of Reference with the establishment of a new tri-service steering group. The new changes would ensure that this Committee could be updated as appropriate after each steering group meeting in advance of the subsequent meeting of the Tri-service Collaboration Board.

Members were reminded that other projects outlined in the original project mandate were;

- Contract management
- Occupational health
- Health and safety
- Community safety and engagement
- Shared training
- Corporate communications
- Legal services
- Fire investigation

RESOLVED

- a) That the progress made on the Tri-service collaboration workstreams be noted;
- b) That the new governance structure and revisions to the Tri-service Collaboration Board terms of reference be noted;
- c) That approval be given to Option 3 (co-location) in respect of joint Emergency Planning arrangements as detailed in the report now submitted on a six-month trial basis;
- d) That the content of the Driver Training Memorandum of Understanding be noted and that approval be given to the signing of the agreement; and
- e) That it be proposed to the Tri-Service Collaboration Board that the Memorandum of Understanding for Gaining Entry be approved subject to;
 - the inclusion of specific reference to a protocol to allow for West Yorkshire Police gaining entry should the Fire Service not have the necessary availability in any particular instance;
 - the provision by Yorkshire Ambulance Service (YAS) of an indemnity against any damages claims which may be made; and
 - implementation being on an initial six-month trial basis

8 Corporate Services – temporary appointment

Members received a report of the Chief Legal and Governance Officer which sought approval for a temporary appointment to a Grade 8 post made within Corporate Services for a maximum period of 12 months to assist with increased workloads related in particular to the implementation of General Data Protection Regulation (GDPR) processes. The contract for the current temporary postholder in the department was due to expire on 9 September 2018.

It was reported that there was no provision in the revenue budget for the temporary post. The associated cost of ££35,843 in a full year would be funded by either a transfer from the contingency budget or from usable reserves.

RESOLVED

That approval be given to the creation of a Grade 8 temporary post within Corporate Services for a maximum period of 12 months.

Chair