

Minutes

Full Authority

Date: 24 June 2021

Time: 10.30 am

Venue: Ossett Town Hall, Market Place, Ossett

Present: Councillor D O'Donovan (Chair), G Almas, C Anderson, C Burke, D Hall, A Hutchison, J Illingworth, D Kirton, M Midgley, S Nazir, M Pervaiz, M Pollard, S Press, K Renshaw, I Sanders, F Shaheen, J Sunderland, S Tulley and L Whitehouse

In Attendance: None

Apologies: Councillors R Downes, P Harrand and N Mohammed

1 Appointment of Chair

RESOLVED

That Councillor Darren O'Donovan (Labour) be appointed as Chair of the Authority for the 2020 – 21 year.

2 Appointment of Vice chair

RESOLVED

That Councillor Steve Tulley (Labour) be appointed as Vice chair of the Authority for the 2020 – 21 year.

3 Membership of the Authority 2021 - 22

The Monitoring Officer submitted a report which confirmed the membership and political balance of the Authority for 2021 – 22 as notified by the five West Yorkshire District Council with changes as follows;

Bradford Councillor Sarfraz Nazir (Labour) replacing Councillor Angela Tait (Labour)

Calderdale	Councillor Susan Press (Labour) replacing Councillor Josh Fenton-Glynn (Labour)
Kirklees	No change
Leeds	Councillor John Illingworth (Labour) replacing Councillor David Jenkins (Labour), Councillor Mirelle Midgley (Labour) replacing Councillor Louisa Cunningham (Labour) and Councillor Andrew Hutchison (Morley Borough Independent)
Wakefield	Councillor Ian Sanders (Conservative) replacing Councillor Richard Hunt (Conservative) and Councillor Lynne Whitehouse (Labour) replacing Councillor Tracey Austin (Labour)

RESOLVED

That the Authority membership for 2021 – 22 be noted.

4 Chair's announcements

None.

5 Admission of the public

The meeting determined that there were no items which required the exclusion of the public and press.

6 Urgent items

None.

7 Declarations of interest

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

8 Committee membership 2021 – 22

Consideration was given to the appointment of Committees, their composition, the allocation of seats between the political groups in accordance with the principles contained within Part 1 of the Local Government and Housing Act 1989 (as amended) and to the appointment of Members, Chair and Vice chairs to the Authority's Committees.

In addition consideration was given to the membership of the Briefing Groups convened prior to formal meetings of the principal Committees and of the Authority itself.

RESOLVED

- a) That, in accordance with the principles of determination set out in Sections 15 and 16 of the Local Government and Housing Act 1989 (as modified) the allocation of Committee seats between the political groups be as follows;

Ordinary seats **45**

Labour	26
Conservative	13
Liberal Democrat	6
Morley Borough Independent	0

and;

That the allocation of committee memberships and substitute memberships for 2021 – 22 be approved as detailed at Annex A to these Minutes;

- b) That appointments to the positions of Chair and Vice chair of the respective Committees be as follows;

Committee	Chair Councillor	Vice chair Councillor
Executive	O'Donovan	Tulley
Audit Committee	Renshaw	Illingworth
Community Safety Committee	Almas	Pervaiz
Finance and Resources Committee	Tulley	Mohammed
Human Resources Committee	Shaheen	Press

and;

- c) That the appointments to the membership of the Briefing Groups be as detailed at Annex A to these Minutes.

9 Nomination of Members to answer questions at meetings of constituent authorities and of District Community Safety lead representatives 2021 – 22

RESOLVED

- a) That the Members be nominated as required by the Local Government Act 1985 to answer questions within their individual Council on the discharge of functions etc by this Authority as follows;

Bradford	Councillor F Shaheen
Calderdale	Councillor S Press
Kirklees	Councillor D O'Donovan
Leeds	Councillor G Almas
Wakefield	Councillor S Tulley

and;

- b) That the Members approved at a) above be approved as District Community Safety Lead representatives in their respective Districts 2021 - 22.

10 Appointment of Member Champions 2021 – 22

Consideration was given to a report of the Monitoring Officer which sought the appointment of relevant Member champions for 2021 – 22.

RESOLVED

That Councillor D O'Donovan be appointed Member champion for mental health and Councillor G Almas be appointed Member champion for diversity and inclusion for 2021 – 22.

11 Representation on Outside Bodies 2021 – 22

Members considered the appointment of representatives to serve on the Local Government Association and other outside bodies for the year 2021 – 22.

RESOLVED

That the following appointments be made for 2021 – 22;

LGA General Assembly - Chair, Councillors K Renshaw, S Tulley and P Harrand (or their nominated representatives)

LGA Fire Commission - Chair and Councillor P Harrand (or their nominated representatives)

Yorkshire and Humber (Local Authorities) Employers' Association

- Councillor F Shaheen (or her nominee)

Yorkshire Purchasing Organisation Management Committee

- Councillor S Tulley (or his nominee)

West Yorkshire Police and Crime Commissioner's Partnership Executive Group

- Chair (or his nominee)

Tri-Service Collaboration Board - Chair (or his nominee)

12 Minutes of the last meeting

RESOLVED

That the Minutes of the last meeting held on 25 February 2021 be signed by the Chair as a correct record.

13 Matters arising

There were no matters arising from the previous Minutes.

14 Minutes of Committees held since 25 February 2021 and of other relevant outside bodies

RESOLVED

That the Minutes of Committees and other relevant outside bodies as circulated be received.

15 Authority Constitution – annual review

The Monitoring Officer submitted a report which invited Members to consider a specific amendment to the Constitution related to the Contract Procedure Rules (para 39.3) as detailed at paragraph 2.2 to the report now submitted.

Further small typographical and other minor errors were also corrected as detailed at paragraph 2.3 of the report.

Members were advised that, with a view to ensuring that the Constitution continued to maintain relevance, that the Monitoring Officer was undertaking a wholesale review of the document and, as part of that process, would undertake consultation with other officers whilst taking account of any legislative or other legal changes.

RESOLVED

That approval be given to the changes in the Constitution as detailed in the report now submitted.

16 Performance Management report

Consideration was given to a report of the Chief Employment Services Officer which advised of the Authority's performance against key performance indicators for the period 1 April 2020 – 31 March 2021. A copy of the latest performance figures up to 22 June had been circulated to Members prior to this meeting.

Members commented on the following issues;

- Attacks on firefighters and associated prosecutions
- Response and action taken with regard to automated fire alarm activation in non-domestic premises
- Safe and Well visits – communication methods used during the pandemic, and definition of vulnerability and associated interventions

RESOLVED

- a) That the report be noted; and
- b) That officers be thanked for their speed and skill in response to the COVID pandemic and all the work that had continued to keep the communities of West Yorkshire safe.

17 Corporate Health report 2020 - 21

Members received a report which provided an annual update relating of the corporate health of the Authority incorporating annual statistics for;

- compliments and complaints (194 compliments and 40 complaints)
- performance against various corporate health indicators
- customer service excellence (full compliance in all criteria)
- complaints to the ombudsman (nil return), and
- whistleblowing complaints (nil return)

Subsequent upon an issue being raised about the performance indicator related to Health and Safety (total injuries to staff) figures, it was reported that Health and Safety Executive guidance had included COVID as an industrial disease.

Detail of all the compliments and complaints had been made available for inspection by Members at the meeting.

RESOLVED

That the report be noted.

18 Customer Service Excellence assessment 2021

The Chief Employment Services Officer submitted a report which updated Members on the Customer Service Excellence assessment 2021.

It was reported that the Authority had attained the Customer Service Excellence standard with full compliance against all 57 elements including 25 Compliance Plus awards.

Members acknowledged the continuous improvement that was being made across all customer service areas.

RESOLVED

That the report be noted.

19 Programme of meetings 2021 – 22 – amendment

Consideration was given to a report which sought approval for an amendment to the approved programme of meetings for 2021 – 22 to incorporate an additional meeting of the Audit Committee on 30 September to reflect an extension to the statutory date for the approval of the Authority's accounts (extended from 31 July to 30 September).

RESOLVED

That the programme of meetings 2021 – 22 be amended as detailed in the report now submitted.

20 Programme of change 2021 – 22 – update

The Director of Service Support submitted a report which detailed progress made in relation to the Programme of Change 2021 – 22 which had been impacted by the Coronavirus pandemic.

In response to a specific issue raised about the installation of replacement CCTV on appliances, it was reported that this project had now re-commenced and was currently out to tender.

RESOLVED

That the report be noted.

21 HMICFRS State of Fire and Rescue 2020 report – update

Members considered a report of the Director of Service Support which provided a summary of the State of Fire and Rescue 2020 report published by Her Majesty's Inspectorate of Constabulary and Fire & Rescue (HMICFRS). The report gave an overview of how West Yorkshire Fire and Rescue Service was responding to national recommendations related to;

- Fire Protection
- Diversity and equality
- On-Call
- Funding model

It was reported that West Yorkshire had been identified as one of the top four or five Fire and Rescue Services in England and Members were advised that Officers had drawn up an action plan for each of the national recommendations in the HMICFRS report.

RESOLVED

That the report be noted.

Chair

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

COMMITTEE MEMBERSHIP 2021 / 22

As at 24 June 2021

EXECUTIVE COMMITTEE (6)

LABOUR (4)

O'Donovan (Chair)

Renshaw

Shaheen
Tulley

CONSERVATIVE (1)

Harrand

LIBERAL DEMOCRAT (1)

Sunderland

SUBSTITUTES

Any Member from relevant Group who is not substantive Member of this Committee.

HUMAN RESOURCES COMMITTEE (11)

LABOUR (6)

Almas

Midgley

Mohammed

Pervaiz

Press (Vice chair)

Shaheen (Chair)

CONSERVATIVE (3)

Anderson

Harrand

Kirton

LIBERAL DEMOCRAT (2)

Downes

Sunderland

SUBSTITUTES

Any Member from relevant Group who is not substantive Member of this Committee.

FINANCE AND RESOURCES COMMITTEE (11)

LABOUR (6)

Illingworth

Mohammed (Vice chair)

O'Donovan

Shaheen

Tulley (Chair)

Whitehouse

CONSERVATIVE (4)

Anderson

Hall

Pollard

Sanders

LIBERAL DEMOCRAT (1)

Downes

SUBSTITUTES

Any Member from relevant Group who is not substantive Member of this Committee.

AUDIT COMMITTEE (6)

LABOUR (4)

Illingworth (Vice chair)

Nazir

Renshaw (Chair)

Tulley

CONSERVATIVE (1)

Hall

LIBERAL DEMOCRAT (1)

Downes

SUBSTITUTES

Any Member from relevant Group who is not substantive Member of this Committee.

COMMUNITY SAFETY COMMITTEE (11)

LABOUR (6)

Almas (Chair)

Midgley

Nazir

Pervaiz (Vice chair)

Press

Renshaw

CONSERVATIVE (4)

Harrand

Kirton

Pollard

Sanders

LIBERAL DEMOCRAT (1)

Burke

SUBSTITUTES

Any Member from relevant Group who is not substantive Member of this Committee.

LOCAL PENSION BOARD (2 x Employer representatives)

LABOUR (1)

Shaheen

CONSERVATIVE (1)

Harrand

CONSULTATION AND NEGOTIATION PANEL (6)

LABOUR (4)

O'Donovan
Renshaw
Shaheen
Tulley

CONSERVATIVE (1)

Harrand

LIBERAL DEMOCRAT (1)

Sunderland

SUBSTITUTES

Any Member from relevant Group who is not substantive Member of this Committee.

BRIEFING GROUP ARRANGEMENTS

2021 / 2022

FULL AUTHORITY

Group / Position	Member	Substitute
Chair	Cllr O'Donovan	Any Labour Member
Vice Chair	Cllr Tulley	Any Labour Member
Conservative	Cllr Harrand	Any Conservative Member

HUMAN RESOURCES COMMITTEE

Group / position	Member	Substitute
Chair	Cllr Shaheen	Any Labour Member
Vice Chair	Cllr Press	Any Labour Member
Conservative	Cllr Anderson	Any Conservative Member

FINANCE AND RESOURCES COMMITTEE

Group / position	Member	Substitute
Chair	Cllr Tulley	Any Labour Member
Vice Chair	Cllr Mohammed	Any Labour Member
Conservative	Cllr Pollard	Any Conservative Member

AUDIT COMMITTEE		
Group / position	Member	Substitute
Chair	Cllr Renshaw	Any Labour Member
Vice Chair	Cllr Illingworth	Any Labour Member
Conservative	Cllr Hall	Any Conservative Member
COMMUNITY SAFETY COMMITTEE		
Group / position	Member	Substitute
Chair	Cllr Almas	Any Labour Member
Vice chair	Cllr Pervaiz	Any Labour Member
Conservative	Cllr Harrand	Any Conservative Member