

# Minutes

## Full Authority

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Date: 25 June 2020

Time: 10.30 am

Venue: Microsoft Teams meeting

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Present: Councillor D O'Donovan (Chair), Akhtar, Almas, Anderson, Austin, Downes, Fenton-Glynn, Grahame, Hall, Harrand, Jenkins, Kirton, Mohammed, Pollard, Renshaw, Shaheen, Sunderland, Tait, Tulley and Wenham

In Attendance: None

Apologies: Councillors R Hunt and M Pervaiz

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### **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 Admission of the public**

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

#### **4 Urgent items – Programme of meetings 2020 – 21 – amendment**

Consideration was given to an urgent item which proposed an amendment to the approved programme of meetings 2020 – 21.

#### **RESOLVED**

That the programme of meetings 2020 – 21 be approved as detailed at Annex A to these Minutes.

#### **5 Declarations of interest**

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

#### **6 Membership of the Authority / Committee membership and other appointments 2020 - 21**

The Chief Legal and Governance Officer submitted a report which confirmed the membership and political balance of the Authority, the membership of ordinary committees and other relevant appointments for 2020 – 21 with the following change;

##### Community Safety Committee

Councillor Harrand to replace Councillor Hall

##### Audit Committee

Councillor Hall to replace Councillor Harrand

#### **RESOLVED**

- a) That the Authority membership, ordinary committee memberships and other relevant appointments for 2020 - 21 be approved as detailed at Annex B to the report now submitted; and
- b) That Councillors Almass and Wenham be appointed jointly to the new role of Member Champion for Diversity and Inclusion 2020 – 21.

#### **7 Minutes of the last meeting**

#### **RESOLVED**

That the Minutes of the last meeting held on 21 February 2020 be signed by the Chair as a correct record.

#### **8 Matters arising**

There were no matters arising from the previous Minutes.

## **9 Minutes of Committees held since 21 February 2020 and of other relevant outside bodies**

The following issues were raised by Members;

- Comprehensive spending review and any delays due to COVID19 pandemic (LGA Fire Services Management Committee meeting 24.1.20)
- Assurance from landowners about the security of large expanses of water on their land with a view to reducing water rescues by the Fire Service

### **RESOLVED**

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

## **10 Authority Constitution – annual review**

The Chief Legal and Governance Officer submitted a report which invited Members to consider a number of proposed amendments to the Constitution including a revised Terms of Reference for the Local Pension Board and new additions / revisions to Part 4 – Financial Procedure Rules as detailed in the annex to the report now submitted which further simplified and expedited the relevant procedures and reflected changes to European regulations.

Members sought further explanation of the following;

- Level of pay award provision which would mean a transfer in excess of £500k to contingencies
- Detail of contracts during 2019 – 20 which were non-contracted items in excess of £75k
- Clarification of approval from internal audit to proposed changes to the opening of tenders

### **RESOLVED**

That approval be given to the changes in the Constitution as detailed in the report now submitted subject to the following textual amendments,

#### **“2. Revenue Budget Preparations and Management Budget management**

2.18 Change wording to “Transfers of resources up to £1,000,000 will be reported to and endorsed by the Finance and Resources Committee”.

## **11 COVID19 – West Yorkshire Fire and Rescue Service performance**

The Deputy Chief Fire Officer presented a verbal report on the performance to date of West Yorkshire Fire and Rescue Service during the current COVID19 crisis.

The report advised of the following key issues;

- Required changes to existing ways of working
- Action taken in direct response to the pandemic eg.Crisis Management team meetings, working closely with Local Resilience Forum and the National Fire Chiefs’ Council
- An overview of operational activity (including spate of moorland fires)

- Absence management and peak absence numbers
- Changes to leave arrangements in accordance with national guidance
- Communication with staff
- Voluntary assistance in the community
- New ways of working and staff response / engagement
- New and ongoing publicity/safety campaigns
- COVID19 recovery arrangements
- Health and wellbeing across the workforce, with a focus on mental health

In response to the briefing Members raised the following;

- Land management and coordination with landowners in respect of moorland fires
- Cross-contamination in fire appliance personnel cabs
- Mutual assistance requirements in respect of Fire Control (none)
- Maximum absence levels in Control (28.5%)
- Digital working with schools on home / fire safety education

## **RESOLVED**

- a) That the report be noted;
- b) That the Chief Fire Officer's thanks to all employees for their response to the crisis both with the regard to the reconfiguration of work arrangements to keep West Yorkshire safe be echoed by the Chair and members of the Fire Authority; and
- c) That a report be submitted to a future meeting of the Authority once the pandemic debrief had been completed.

## **12 Integrated Risk Management Plan (IRMP) proposal – relocation of Cleckheaton fire station to the Headquarters site**

The Director of Service Support submitted a report which presented a business case for a proposal to relocate the fire station currently located at Hightown Road, Cleckheaton to the Headquarters site at Birkenshaw.

It was reported that the cost of the relocation (£1.3m) had been included in the approved four-year capital plan and represented a reduction in the rebuilding costs at the Cleckheaton site of £1.6m. Vacation of the Cleckheaton site would also provide an estimated capital receipt of £0.375m.

In accordance with agreed practice and the Government's "Consultation Principles 2018", a formal 8-week public consultation plan was proposed from 25 June to 20 August 2020. Results of the consultation would be submitted for consideration to the December 2020 meeting of the Full Authority.

## **RESOLVED**

- a) That an all-Member briefing on the proposal be arranged at the earliest opportunity; and

- b) That the business case for the relocation of Cleckheaton fire station to the Headquarters site at Birkenshaw be approved for an 8-week public consultation period ending 20 August 2020.

### **13 Corporate Health report 2019 - 20**

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

- compliments and complaints (217 compliments and 24 complaints)
- performance against a selection of efficiency and effectiveness criteria
- customer service excellence (full compliance in all criteria)
- complaints to the ombudsman (nil return), and
- whistleblowing complaints (nil return)

#### **RESOLVED**

That the report be noted.

Chair

**PROGRAMME OF MEETINGS 2020 / 2021**

<b>FRIDAY 10.30AM</b> <b>HUMAN RESOURCES</b> <b>COMMITTEE</b>	<b>FRIDAY 11.30AM</b> <b>LOCAL PENSION</b> <b>BOARD</b>	<b>FRIDAY 10.30AM</b> <b>FINANCE &amp;</b> <b>RESOURCES</b> <b>COMMITTEE</b>	<b>FRIDAY 10.30 AM</b> <b>AUDIT</b> <b>COMMITTEE</b>	<b>FRIDAY 10.30AM</b> <b>COMMUNITY</b> <b>SAFETY</b> <b>COMMITTEE</b>	<b>THURSDAY/FRIDAY</b> <b>10.30AM</b> <b>AUTHORITY</b>
10 July 2020	24 July 2020	17 July 2020	31 July 2020	24 July 2020	18 September 2021
9 October 2020	-	16 October 2020	23 October 2020	30 October 2020	18 December 2020
22 January 2021	22 January 2021	5 February 2021	29 January 2021	15 January 2021	25 February 2021 <i>(Thursday)</i>
26 March 2021	-	16 April 2021	23 April 2021	30 April 2021	24 June 2021 <i>(AGM Thursday)</i>