



OFFICIAL

Local Pension Board – proposed amendment to Terms of Reference

Full Authority

Date: 17 December 2021

Agenda Item:

8

Submitted By: Monitoring Officer

Purpose

To seek approval of a proposed change to the Terms of Reference for the Local Pension Board to extend the terms of office of its members.

Recommendations

- a) That the terms of office be extended to two years for members of the Local Pension Board, and
- b) That the members appointed in the 2021 – 22 municipal year have their appointments extended to 30 June 2023.

Summary

The Authority is required to approve a change to the Terms of Reference for the Local Pension Board as this is a change to the Authority's Constitution. For business continuity purposes it is proposed that the terms of office for members of the Board be extended to two years.

Local Government (Access to information) Act 1972

Exemption Category: None

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Background papers open to inspection: None

Annexes:

- a. Report to the HR Committee (8 October 2021)
- b. Local Pension Board Terms of Reference - Current
- c. Local Pension Board Terms of Reference - Proposed

1 Introduction

1.1 At its meeting held on 22 July, the Local Pension Board recommended that a change be made to the Terms of Reference in respect of the terms of office served by members of the Board. This was approved at the Human Resources Committee held on 8 October 2021

1.2 In accordance with the Authority's Constitution, any such changes require consideration by this Committee for formal recommendation to the Full Authority as appropriate (Constitution: Article 8, para 8.2 (vii)).

2 Information

2.1 Members of this Committee are requested to approve a change to the Local Pension Board Terms of Reference in accordance with the Authority's constitution, to reflect the proposals recommended at the HR Committee, as per the report at annex a;

RECOMMENDED

That the Full Authority approve an amendment to the Local Pension Board's Terms of Reference to allow for members' terms of office to be extended to two years.

3 Financial Implications

3.1 There are no financial implications arising directly from this report.

4 Legal Implications

4.1 The Monitoring Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by Members for legal advice made at the meeting.

5 Human Resource and Diversity Implications

5.1 There are no human resource or diversity implications arising directly from this report.

6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorksfire.gov.uk))	No
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The EIA is available on request from the report author or from diversity.inclusion@westyorksfire.gov.uk

7 Health, Safety and Wellbeing Implications

7.1 There are no health, safety and wellbeing implications arising directly from this report.

8 Environmental Implications

8.1 There are no environmental implications arising directly from this report.

9 Your Fire and Rescue Service Priorities

9.1 This report supports the following priorities 2022 – 25;

- Be innovative and work smarter throughout the service
- Work effectively to provide value for money

10 Conclusions

10.1 That the Full Authority approve an amendment to the Local Pension Board's Terms of Reference to allow for members' terms of office to be extended to two years.



OFFICIAL

Local Pension Board - proposed amendment to Terms of Reference

Human Resources Committee

Date: 8 October 2021

Agenda Item:

7

Submitted By: Monitoring Officer

Purpose	To consider a proposed change to the Terms of Reference for the Local Pension Board
Recommendations	That the Local Pension Board Terms of Reference be amended to allow for different terms of office with a view to supporting business continuity.
Summary	The Local Pension Board has made recommendations to amend its Terms of Reference in respect of the term of office served by members. Any such changes should to be submitted to the Full Authority for formal approval.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Nicky Houseman, Committee Services Manager
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Background papers open to inspection: None

Annexes: Local Pension Board Terms of Reference

1 Introduction

- 1.1 At its meeting held on 22 July, the Local Pension Board recommended that a change be made to the Terms of Reference in respect of the terms of office served by members of the Board.
- 1.2 In accordance with the Authority's Constitution, any such changes require consideration by this Committee for formal recommendation to the Full Authority as appropriate (Constitution: Article 8, para 8.2 (vii)).

2 Information

- 2.1 Members of the Local Pension Board have for some time been concerned with the business continuity aspect of the Board. The current Terms of Reference allow for members' terms of office to be in accordance with the Authority's committee cycle ie. one year term. This was drafted to allow for a change in the Authority's membership in June each year.
- 2.2 The concern around business continuity was revisited on 22 July by the Board. This was particularly relevant given that a requirement of membership of the Board was to undertake a lot of formal and informal learning relating to pension scheme specifics. The potential to lose this knowledge with an annual turnover of members could have a detrimental effect on the Board in fulfilling its statutory requirements.
- 2.3 Members debated how this challenge might be overcome and proposed that the resolution would be for the term between appointments to the Board to be extended to two years for all Members unless they resigned or were withdrawn from membership for any other reason during the course of that two-year term.
- 2.4 Members of this Committee are requested to consider a change in the Board's Terms of Reference (current version attached) to reflect the proposals in para 2.3. as follows;

Term of office

Each term of office for any member should be two years but may be terminated prior to the end of the term due to:

- a Scheme Member representative no longer being a member of any Firefighters' pension scheme (active, deferred or retired) or being a member of the body on which their appointment relied, or
- a Scheme Manager representative no longer holding the office or employment on which their appointment relied or no longer being a Member of the Fire Authority or no longer being appointed to the Board by the Fire Authority, or
- the representative no longer being able to demonstrate their capacity to attend and prepare for meetings or to participate in required training

Board Members may be re-appointed for more than one term of office following an approved appointment / nomination process.

- 2.5 Any recommendation to amend the Terms of Reference from this Committee will be submitted to the Full Authority for formal approval.

3 Financial Implications

3.1 There are no financial implications arising directly from this report.

4 Legal Implications

4.1 The Monitoring Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by Members for legal advice made at the meeting.

5 Human Resource and Diversity Implications

5.1 There are no human resource or diversity implications arising directly from this report.

6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorksfire.gov.uk))	No
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7 Health, Safety and Wellbeing Implications

7.1 There are no health, safety and wellbeing implications arising directly from this report.

8 Environmental Implications

8.1 None

9 Your Fire and Rescue Priorities

- 9.1 This report supports the following priorities 2022 – 25;
- Be innovative and work smarter throughout the service
 - Work effectively to provide value for money

West Yorkshire Fire and Rescue Authority

Local Pension Board

Terms of Reference

Function and Responsibilities

The function of the Local Pension Board is to assist the Scheme Manager (West Yorkshire Fire and Rescue Authority) in administering the various firefighter pension schemes. This will be achieved by providing governance and by scrutiny of policies, pension documentation, decisions and outcomes.

The Local Pension Board will also assist the Scheme Manager to:

- secure compliance with the Regulations, any other legislation relating to the governance and administration of the Schemes, and requirements imposed by the Pensions Regulator in relation to the Schemes and;
- ensure the effective and efficient governance and administration of the Schemes

Duties of the Board

The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of these duties Board members:

- should act always in the interests of the Scheme and not seek to promote the interests of any stakeholder group above another
- should be subject to and abide by the Local Pension Board approved code of conduct

Frequency of meetings

The WYFRA Local Pension Board will meet six monthly (July and January in each municipal year), to review / report on previous actions and determine work streams and priorities for the future.

The Chair of the Board, with the consent of the Board membership, may call additional meetings. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone conferencing and e-mails.

Local Pension Board membership

To comply with the regulations the Board must have a minimum of four members (two Scheme Member representatives and two Scheme Manager representatives). A Local Pension Board membership of four is the most straight forward and cost effective way of providing the Local Pension Board and complying with the Regulations.

Membership of the West Yorkshire Fire and Rescue Authority Local Pension Board will be:

3 X Scheme Member representatives (including 1 x FBU representative)

3 X Scheme Manager representatives (2 x elected Members, 1 x Officer representative)

Non-voting Officer Advisor(s) as appropriate

Scheme Manager (elected Member) representation on the Board will be determined by the Fire Authority at its Annual Meeting (or as otherwise required). The Officer representative will be nominated by the Authority's Management Board.

The Officer Advisor will be a specific officer who is to assist the Board in gathering/analysing information and writing reports. The Board will also be able to request assistance from any officer who has specific knowledge of a subject matter they are investigating.

Scheme Member representatives

Scheme Member representatives shall be appointed to the Board on an annual basis (or as otherwise required) by the Executive Committee of the West Yorkshire Fire and Rescue Authority following a formal application process.

2 x Scheme Member representatives will be active, deferred or retired members of one of the firefighter pension schemes administered by WYFRA.

1 x Scheme Member representative will be nominated by the Fire Brigades' Union.

Scheme Member representatives should be able to demonstrate

- their capacity to represent pension scheme members
- capacity to attend and complete the necessary preparation for meetings, and
- capacity to participate in training as required

Scheme Manager representatives

2 x elected Member Scheme Manager representatives shall be appointed on an annual basis to the Board at the Annual Meeting of the Authority (or as otherwise required)

1 x Officer Scheme Manager representative shall be appointed/confirmed on an annual basis by the Authority's Management Board.

Scheme Manager representatives with delegated responsibility for discharging the Scheme Manager function of WYFRA may not serve as Scheme Manager representatives on the Board.

Scheme Manager representatives should be able to demonstrate

- their capacity to represent the Scheme Manager
- capacity to attend and complete the necessary preparation for meetings, and
- capacity to participate in training as required

Appointment of Chair and Vice chair

Local Pension Board Members will act as the Chair and Vice- chair on an annual, rotational basis ie. when a Scheme Manager representative is appointed Chair of the Board, the position of Vice chair will be filled by a Scheme Member representative and vice versa on an annual basis.

Notification of appointments

On appointment to the Board, WYFRA shall publish the name of the appointees, the process followed in the appointment together with the way in which the appointments support the effective delivery of the purpose of the Board.

Objectives

WYFRA Local Pension Board should consider the following:

- Are pension statements timely and accurate?
- How long does it take between retirement and receipt of pension?
- The number of errors made by the pension administrator.
- Are relevant policies in place and of a sufficient standard?
- Are pension estimates accurate and timely?
- Is the West Yorkshire Pension Fund (WYPF) website accurate and user friendly?
- Ensure that annual CARE scheme calculations are being carried out.
- Scrutinise data quality.

- Ensuring pension rules and regulations are being complied with, when officers are making decisions on pension matters.
- If complaints/appeals are being dealt with correctly and the correct procedures being followed.
- Review internal audit reports

This list is not exhaustive. The Local Pension Board will have the power to investigate anything it wishes in relation to the firefighters' pension schemes within WYFRS.

Conduct and Conflict of interest

Members of the Board are responsible for ensuring that their board membership does not result in any conflict of interest with any other posts they hold.

All members of the Board must declare to WYFRA on appointment and at any such time as their circumstances change any potential conflict of interest arising as a result of their position on the Board. On appointment to the Board and following any subsequent declaration of potential conflict WYFRA shall ensure that any potential conflict is effectively managed in line with both the internal procedures of WYFRA and the requirements of the Pensions Regulator's codes of practice on conflict of interest for Board members.

Members of the Board must not use their membership for personal gain.

Gifts and hospitality should only be accepted with the permission of the Authority - any gifts accepted should be reported on in the Local Pension Board's annual report.

Members of the WYFRA Local Pension Board should maintain confidentiality when discharging their duties.

The WYFRA Local Pension Board has the right to use WYFRA facilities and resources in the course of discharging its duties.

Knowledge and understanding (including Training)

Knowledge and understanding must be considered in light of the role of the Board to assist WYFRA as detailed above. The Board should establish and maintain a policy and framework to address the knowledge and understanding requirements that apply to Board members. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.

Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding

policy and framework. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

Term of office

Term of Office should be in accordance with the committee cycle in WYFRA

Board membership may be terminated prior to the end of the term of office due to:

- A Scheme Member representative no longer holding the office or employment or being a member of the body on which their appointment relied
- A Scheme Manager representative no longer holding the office or employment or being a Member on which their appointment relied
- The representative no longer being able to demonstrate their capacity to attend and prepare for meetings or to participate in required training

Board Members may be re-appointed for more than one term of office following an approved appointment / nomination process.

Reporting

The West Yorkshire Local Pension Board will produce an Annual Report which will highlight areas of concern and identify good practice.

The report will also contain information on the number of retirements (natural and ill health), new starters, membership and opt-out numbers.

The Board will report to the Human Resources Committee.

Resourcing and funding

Members of the WYFRA Local Pension Board will be entitled to claim any reasonable out of pocket expense incurred through discharging their Local Pension Board responsibilities.

The Board will not have a dedicated budget. Requests for finance to purchase technical assistance, Board member training and anything else the Board may require to effectively discharge its duties will be made through the WYFRA Finance and Resources Committee.

Quorum

A meeting is only quorate when three Board members are present (including either the Chair or Vice chair).

Voting

The Chair shall determine when consensus has been reached. There will be no casting vote.

Where consensus is not achieved this should be recorded by the Chair.

Relationship with West Yorkshire Fire and Rescue Authority

In support of its core functions the Board may make a request for information to WYFRA with regard to any aspect of the Scheme Manager function. Any such a request should be reasonably complied with in both scope and timing.

In support of its core functions the Board may make recommendations to WYFRA which should be considered and a response made to the Board on the outcome within a reasonable period of time.

West Yorkshire Fire and Rescue Authority

Local Pension Board

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- Ensure that annual CARE scheme calculations are being carried out.
- Scrutinise data quality.

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- Review internal audit reports

This list is not exhaustive. The Local Pension Board will have the power to investigate anything it wishes in relation to the firefighters' pension schemes within WYFRS.

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Members of the Board must not use their membership for personal gain.

Gifts and hospitality should only be accepted with the permission of the Authority - any gifts accepted should be reported on in the Local Pension Board's annual report.

Members of the WYFRA Local Pension Board should maintain confidentiality when discharging their duties.

The WYFRA Local Pension Board has the right to use WYFRA facilities and resources in the course of discharging its duties.

Knowledge and understanding (including Training)

Knowledge and understanding must be considered in light of the role of the Board to assist WYFRA as detailed above. The Board should establish and maintain a policy and framework to address the knowledge and understanding requirements that apply to Board members. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.

Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding

policy and framework. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

Term of office

Term of Office should be for 2 years and in accordance with the committee cycle in WYFRA

Board membership may be terminated prior to the end of the term of office due to:

- A Scheme Member representative no longer holding the office or employment or being a member of the body on which their appointment relied
- A Scheme Manager representative no longer holding the office or employment or being a Member on which their appointment relied
- The representative no longer being able to demonstrate their capacity to attend and prepare for meetings or to participate in required training

Board Members may be re-appointed for more than one term of office following an approved appointment / nomination process.

Reporting

The West Yorkshire Local Pension Board will produce an Annual Report which will highlight areas of concern and identify good practice.

The report will also contain information on the number of retirements (natural and ill health), new starters, membership and opt-out numbers.

The Board will report to the Human Resources Committee.

Resourcing and funding

Members of the WYFRA Local Pension Board will be entitled to claim any reasonable out of pocket expense incurred through discharging their Local Pension Board responsibilities.

The Board will not have a dedicated budget. Requests for finance to purchase technical assistance, Board member training and anything else the Board may require to effectively discharge its duties will be made through the WYFRA Finance and Resources Committee.

Quorum

A meeting is only quorate when three Board members are present (including either the Chair or Vice chair).

Voting

The Chair shall determine when consensus has been reached. There will be no casting vote.

Where consensus is not achieved this should be recorded by the Chair.

Relationship with West Yorkshire Fire and Rescue Authority

In support of its core functions the Board may make a request for information to WYFRA with regard to any aspect of the Scheme Manager function. Any such a request should be reasonably complied with in both scope and timing.

In support of its core functions the Board may make recommendations to WYFRA which should be considered and a response made to the Board on the outcome within a reasonable period of time.



OFFICIAL

Performance Management Report

Full Authority

Date: 17 December 2021

Agenda Item:

9

Submitted By: Corporate Services Manager

Purpose	To inform Members of the Authority's performance against key performance indicators.
Recommendations	That Members note the report.
Summary	This report provides Members with information regarding the performance of West Yorkshire Fire and Rescue Service against targets to enable the Authority to measure, monitor and evaluate performance.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Alison Davey
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Background papers open to inspection: None

Annexes: Performance Management Report
1 April – 30 September 2021

1 Introduction

- 1.1 The attached Performance Management and Activity Report outlines the Authority's performance against key performance indicators thereby enabling the Authority to measure, monitor and evaluate performance against targets.
- 1.2 The report shows a summary of the cumulative performance for the year 1 April to 30 September 2021 against each of the indicators.
- 1.3 The Performance Management and Activity Report is monitored quarterly by Management Team and the Full Authority.
- 1.4 An abridged version of the Performance Management Report is presented quarterly to the Audit Committee highlighting where targets are not being achieved.
- 1.5 A traffic light system is used to provide a clear visual indicator of performance against each of the indicators compared to the position at the same time in the previous year.
- 1.6 Other performance and activity information is also included within the report.

2 Financial Implications

- 2.1 There are no financial implications arising from this report.

3 Legal Implications

- 3.1 The Monitoring Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by Members for legal advice made at the meeting.

4 Human Resource and Diversity Implications

- 4.1 Measurement against key indicators on human resources and diversity are included in the Performance Management Reports.

5 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorksfire.gov.uk))	No
Date EIA Completed	N/A
Date EIA Approved	N/A

The EIA is available on request from the report author or from diversity.inclusion@westyorksfire.gov.uk

6 Health, Safety and Wellbeing Implications

6.1 There are no health, safety and wellbeing implications arising from this report.

7 Environmental Implications

7.1 There are no environmental implications arising from this report.

8 Your Fire and Rescue Service Priorities

8.1 This report links to all the 'Your Fire & Rescue Service' priorities as the Performance Management Report covers all areas of performance of WYFRS.

9 Conclusions

9.1 That Members note the report.



West Yorkshire
Fire & Rescue Service

Performance Management and Activity Report 2021/22

Period covered: 1 April – 30 September 2021
Date Issued: 17 December 2021



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1. Introduction/Summary

The purpose of this report is to provide information regarding the performance of West Yorkshire Fire and Rescue Service against selected national and local targets to enable the Authority to measure, monitor and evaluate performance.

In this report, monthly statistics have been utilised to identify trends in performance. Information regarding a selection of local performance targets has also been provided in this report and comparisons have been made with the previous year's performance.

All data, unless specified, is for the reporting period 1 April – 30 September 2021.

A traffic light system has been employed to provide a straightforward visual indicator of performance against each of the FRS indicators.

Graphical representation of the performance of West Yorkshire Fire and Rescue Service is available through the Performance Management Information System (PMIS), which is accessed via the Service's intranet site.

2. Service Delivery Targets

	Not achieving target (by more than 10%)
	Satisfactory performance (within 10% of target)
	Achieving or exceeding target

This data is based on incident reports that have been completed and/or checked but will not include data from incident reports which have not been completed or have been opened for amendment.

	Three Year Average Target (2017/20)	Quarter 1 (Apr-Jun)		Quarter 2 (Jul-Sep)		Quarter 3 (Oct-Dec)		Quarter 4 (Jan-Mar)		Actual Data to date		Performance Against Three Year Average (2021/22)	End of Year Projection (2021/22)
		2020/21	2021/22	2020/21	2021/22	2020/21	2021/22	2020/21	2021/22	2020/21	2021/22		
Arson	6641	1802	1979	1475	1259					3277	3238	-2.8%	6458
Actual Rescues	1655	174	301	237	323					411	617	-25.6%	1231
Total Activity	23990	6743	6834	6303	6402					13046	13236	10.0%	26400
Dwelling Fires	1141	286	281	223	270					509	551	-3.7%	1099
Non-Domestic Building Fires	416	73	93	94	81					167	174	-16.6%	347
Prevalence of False Alarms	10439	2842	2609	3031	3101					5873	5710	9.1%	11389
Fire-Related Injuries	193	47	41	33	35					80	76	-21.5%	152
Road Traffic Collisions	655	75	138	113	155					188	293	-10.8%	584
Malicious False Alarms	348	55	87	75	109					130	196	12.3%	391

Service Delivery Indicators

Description	Quarter 1 (Apr-Jun)		Quarter 2 (Jul-Sep)		Quarter 3 (Oct-Dec)		Quarter 4 (Jan-Mar)		Cumulative	
	2020-21	2021-22	2020-21	2021-22	2020-21	2021-22	2020-21	2021-22	2020-21	2021-22
Accidental Dwelling Fires (per 10,000 dwellings)	2.54	2.43	1.91	2.41					4.45	4.84
Number of deaths arising from accidental fires in dwellings (per 100,000 population)	0.09	0.09	0.00	0.04					0.09	0.13
Number of Fire-Related Deaths (per 100,000 population) arising from fires other than Accidental Dwelling Fires	0.04	0.04	0.04	0.04					0.09	0.09
Number of Injuries arising from accidental fires in dwellings (per 100,000 population)	1.39	1.30	0.65	1.13					2.04	2.43
(a) Number of Serious Injuries (per 100,000 population)	0.26	0.13	0.09	0.56					0.35	0.69
(b) Number of Slight Injuries (per 100,000 population)	1.13	1.17	0.56	0.56					1.69	1.73
The percentage of dwelling fires attended where there was a working smoke alarm which activated	56.99%	57.30%	54.26%	60.87%					55.80%	59.07%
The percentage of dwelling fires attended where a working smoke alarm was correctly fitted but did not activate	17.48%	18.86%	19.73%	16.30%					18.47%	17.59%
The percentage of dwelling fires attended where a smoke alarm, because it was faulty or incorrectly sited, did not activate	3.50%	3.56%	6.28%	1.81%					4.72%	2.69%
The percentage of dwelling fires attended where no smoke alarm was fitted	22.03%	20.28%	19.73%	16.30%					21.02%	20.65%
Number of calls to malicious false alarms (per 1000 population) – attended	0.02	0.04	0.03	0.05					0.06	0.08
False alarms caused by automatic fire detection equipment (per 1000 non-domestic properties)	8.14	7.83	10.53	11.39					10.53	11.39
False alarms caused by automatic fire detection equipment (per 1000 domestic properties)	1.00	1.01	1.22	1.23					1.22	1.23
Fires in non-domestic premises (per 1000 non-domestic premises)	0.87	1.11	1.11	1.01					1.98	2.12
Number of Primary Fires (per 100,000 population)	33.68	34.85	32.99	30.91					66.67	65.76

Number of Fire Casualties – excluding Precautionary Checks (per 100,000 population)	1.91	1.65	1.39	1.43					3.29	3.08
Arson Incidents – All Deliberate Fires (per 10,000 population)	7.81	8.58	6.40	5.47					14.21	14.05
Arson Incidents – Deliberate Primary Fires (per 10,000 population)	1.19	1.30	1.39	1.07					2.58	2.38
Arson Incidents – Deliberate Secondary Fires (per 10,000 population)	6.62	7.27	5.01	4.40					11.63	11.67

3. Operational Risk Visits (including Fire Safety)

Below is a summary of operational risk visits (ORV) undertaken in the financial year 2021-22. The visits were generated from operational liaison referrals, post fire visits and what crews identified as perceived risks within their station area.

The Operational Risk Visits (ORVs) are allocated to each District which are then allocated to stations/watches. A recovery plan linked to the government roadmap has been produced since the reduction in ORVs carried out due to Covid 19. This saw operational staff visiting high and very high-risk premises again from May 2021 and returned to a more normal visits programme from June 2021.

The ORMT centrally auditing 100 percent of all ORVs has been successful at standardising the risk information captured on the operational risk visit.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Completed	19	47	44	81	84	38							313

NB. Operational staff are supporting the delivery of the Building Risk Review Programme concentrating on high rise residential buildings, additionally we are undertaking waking-watch visits on a monthly basis.

4. Safe and Well Checks

The Safe and Well programme is the flagship prevention activity within WYFRS. We target vulnerability through a simple risk rating process and then visit people in their homes to offer information, advice and safety equipment. The risk rating process is to ensure that we are providing our resources to those who need it most. The ability to risk filter online and over the telephone has improved with a simple risk filtering survey that results in the requester being informed if they qualify for a home visit.

People who are assessed as being very low and low risk will not be offered a home visit, but they will have the opportunity to access advice and information on home fire safety through our website or posted leaflets.

We may also signpost people or refer them on for additional support from other agencies. People can be referred to WYFRS from partner organisations, self-refer or we can identify the need for a Safe and Well Check during operational incidents. For those who qualify for a Safe and Well Check, a visit will be arranged at a mutually convenient time, and this involves an assessment of fire risk within the property with appropriate advice and safety equipment delivered at the point of the visit. It also covers a broader assessment of vulnerability against a number of other elements, including:

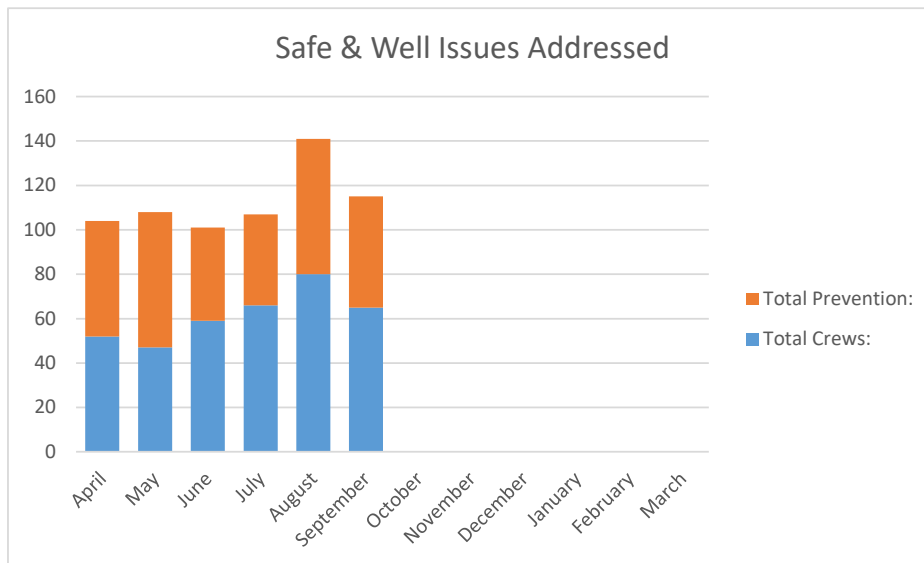
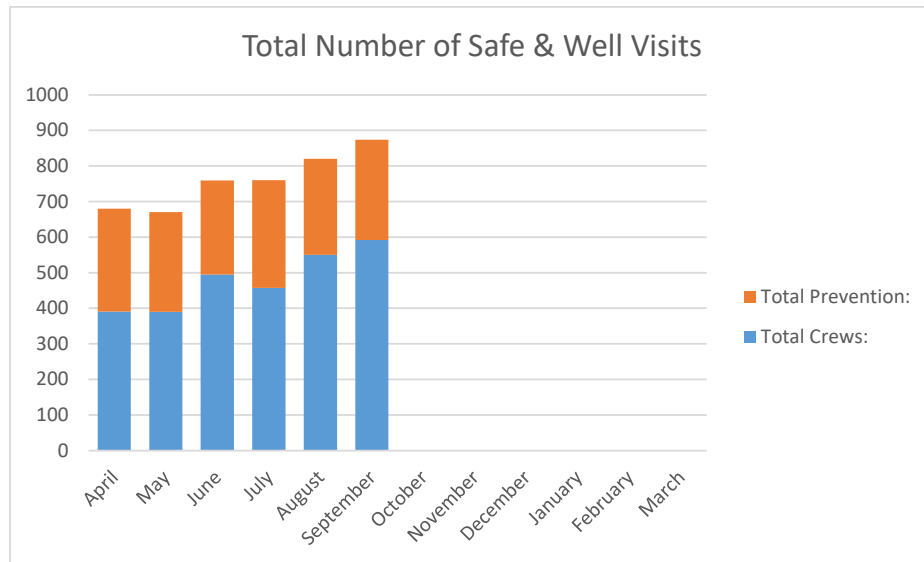
- Frailty and falls
- Social Isolation
- Winter Cold
- Crime
- Smoking.

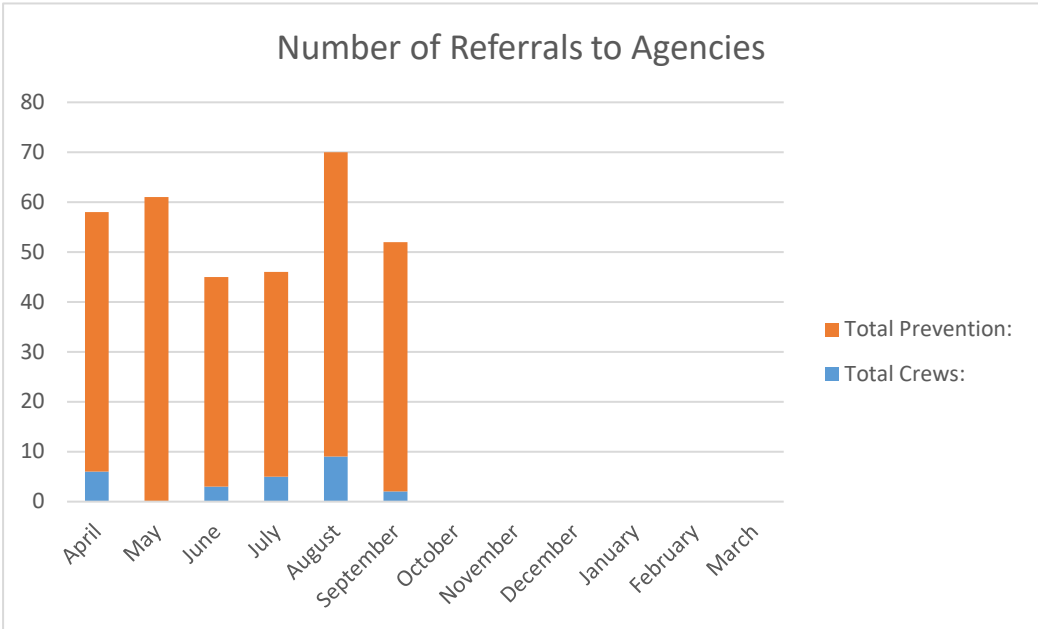
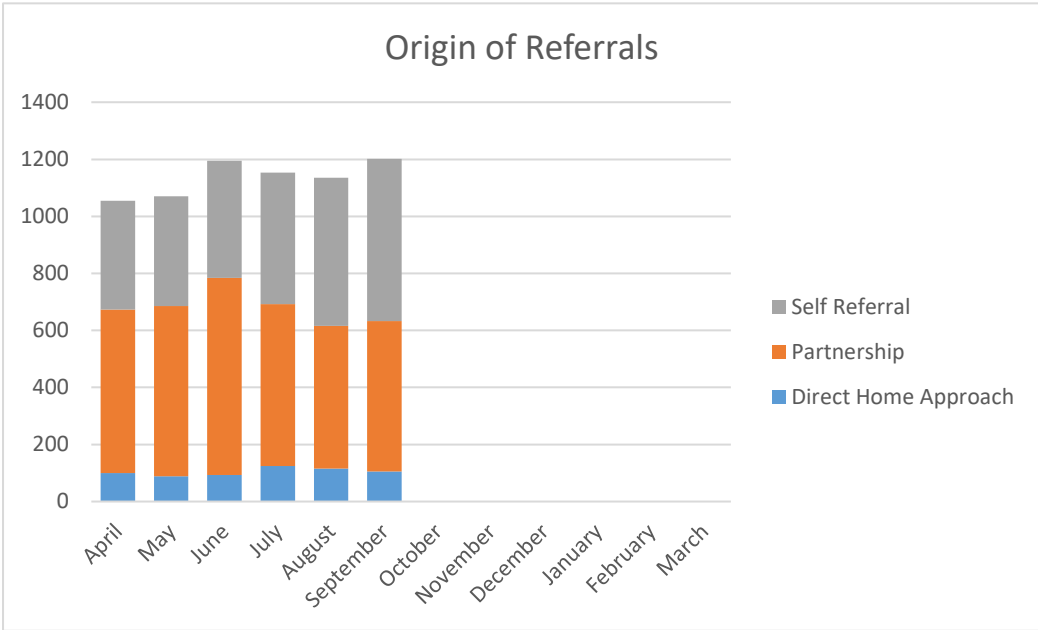
When someone is identified as being vulnerable to any of the factors above, our teams deliver basic education and advice with the option of signposting or referring people to specialist support services across the districts.

Performance

We have integrated Covid safety into our Safe and Well visits and have now returned to a more normal delivery profile.

The following graphs present a breakdown of performance in respect of prevention and early intervention activity over the reporting period:



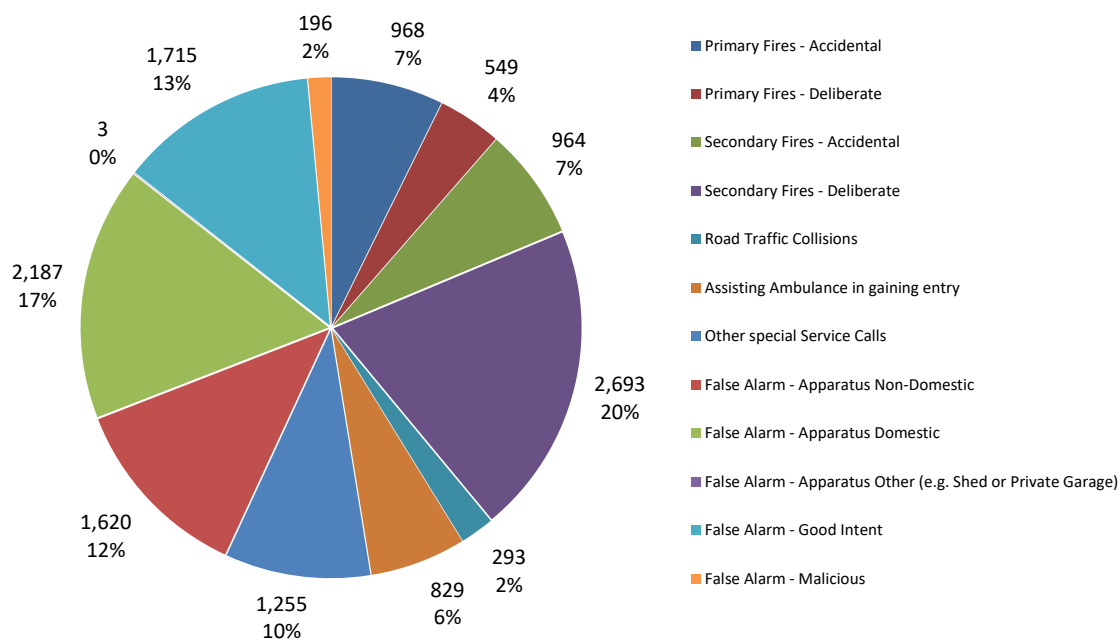


5. Incidents

The table and chart below show the operational activity of West Yorkshire Fire and Rescue Service for the financial year so far (1 April – 30 September 2021) categorised by incident type.

NOTE: The data on page 3 is based on incident reports that have been completed and/or checked but will not include data from incident reports which have not been completed. The data below is based on all incident reports which have been started at the time of compiling this report.

Incident Category	Number	Percentage
Primary Fires - Accidental	968	7.29%
Primary Fires - Deliberate	549	4.14%
Secondary Fires - Accidental	964	7.26%
Secondary Fires - Deliberate	2,693	20.29%
Road Traffic Collisions	293	2.21%
Assisting Ambulance in gaining entry	829	6.25%
Other special Service Calls	1,255	9.46%
False Alarm - Apparatus Non-Domestic	1,620	12.21%
False Alarm - Apparatus Domestic	2,187	16.48%
False Alarm - Apparatus Other (e.g. Shed or Private Garage)	3	0.02%
False Alarm - Good Intent	1,715	12.92%
False Alarm - Malicious	196	1.48%
Total	13,272	100%



The table below shows the total number of incidents ten years ago, five years ago, and last year.

Incident category	Number of incidents 1 April 2011 to 31 March 2012		Number of incidents 1 April 2016 to 31 March 2017		Number of incidents 1 April 2020 to 31 March 2021	
	No	%age	No	%age	No	%age
Primary Fires - Accidental	2122	7.05%	1901	8.47%	1745	7.35%
Primary Fires - Deliberate	1575	5.23%	1731	7.71%	1174	4.95%
Secondary Fires - Accidental	1638	5.44%	1338	5.96%	1774	7.48%
Secondary Fires - Deliberate	7148	23.75%	4515	20.11%	4473	18.85%
Road Traffic Collisions	874	2.90%	579	2.58%	435	1.83%
Special Service Calls	2032	6.75%	1939	8.64%	3322	14.00%
False Alarm - Apparatus	9661	32.09%	7189	32.02%	7098	29.91%
False Alarm - Good intent	4412	14.66%	2911	12.97%	3435	14.48%
False Alarm - Malicious	641	2.13%	347	1.55%	274	1.15%
Total	30103	100.00%	22450	100.00%	23730	100.00%

Comments on Fatal Fires

Aire Street, Haworth, Keighley

27th August 2021

The deceased male was 57 years old and lived in a mid-terraced privately rented house.

The cause of the fire is concluded to be accidental associated with smoking materials.

Rear of Newport Place, Bradford

8th September 2021

The deceased male was 23 years old. West Yorkshire Police are not considering the involvement of any third party in this incident.

NB: Some incidents may still be awaiting Criminal/Coroner proceedings and if any new evidence or further information is made available it may be necessary to re-evaluate the conclusions.

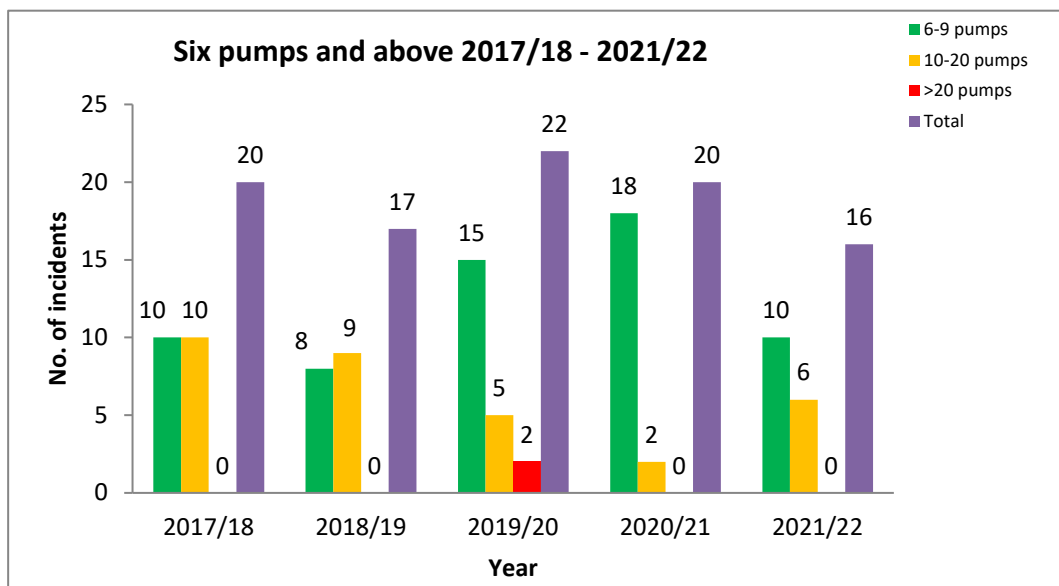
6. Fire-Related Incidents attended by Six Pumps and Above

General Commentary

UK fire and rescue services determine the size of a fire by the final number of pumps mobilised to deal with it.

A number of additional pumping appliances and special appliances are often mobilised to these types of incidents to undertake supporting activities. These are described as support and specials.

The following chart details the numbers and severity of such incidents over the last few years up to 30 September 2021:



Fire-related incidents of this type require the attendance of a fire investigation officer to determine the cause of the fire. The cause is included in the table. For fires identified as deliberate, we work in accordance with a regionally agreed Memorandum of Understanding with the police, who are responsible for the investigation of all deliberate fires.

New incidents added to the table are shaded in white.

Date & Time	Address	Premises Use	Station Area	Cause	Pumps Plus Specials	Number of Personnel
Saturday 03/04/2021	St Mary's Court Potternewton Leeds	Flats	Moortown	Unable to determine	5 Pumps 2 Support 4 Specials	36 Ffs 5 Officers
Monday 12/04/2021	Matza and Co Ltd Bretton Street Enterprise Centre Bretton Park Way Savile Town Dewsbury	Bed Manufacturer	Dewsbury	Unable to determine	8 Pumps 4 Support 7 Specials	62 Ffs 7 Officers
Sunday 18/04/2021	Turn Green Skip Hire Farrar Mill Lane Salterhebble Halifax	Skip hire and recycling	Halifax	Deliberate	6 Pumps 2 Support 3 Specials	38 Ffs 5 Officers
Thursday 22/04/2021	Tidy Pallets Hoyle Mill Road Kinsley, Pontefract	Recycling spread to dwelling	South Kirkby	Intentional burning out of control	10 Pumps 2 Support 5 Specials	58 Ffs 6 Officers
Friday 23/04/2021	John Winter & Co Ltd Washer Lane Halifax	Factory	Halifax	Natural Occurrence (Static discharge)	6 Pumps 5 Support 5 Specials	54 Ffs 5 Officers
Friday 23/04/2021	Sims Metal Management Pepper Road Hunslet Leeds	Scrapyard	Hunslet	Natural Occurrence (Refracted sunlight)	10 Pumps 3 Support 6 Specials	64 Ffs 7 Officers
Sunday 25/04/2021	Bobus Moor Manchester Road Marsden Huddersfield	Moorland	Slaithwaite	Firework	10 Pumps 7 Support 7 Specials	82 Ffs 6 Officers
Wednesday 19/05/2021	Omans Furniture International Ltd Legrams Mill Summerville Road Bradford	Warehouse	Fairweather Green	Naked flame	17 Pumps 5 Support 8 Specials	104 Ffs 9 Officers
Monday 24/05/2021	BMC Motors 145 Dewsbury Road Hunslet Leeds	Motor Spares	Hunslet	Deliberate	6 Pumps 2 Support 4 Specials	40 Ffs 5 Officers
Monday 07/06/2021	Seafresh Wholesale Distributors Thorncliffe Road Bradford	Warehouse	Shipley	Faulty Electrical Appliance	10 Pumps 3 Support 5 Specials	62 Ffs 7 Officers
Tuesday 08/06/21	Little Neville Street Leeds	Dwelling	Leeds	Natural Occurrence (Reflected sunlight)	8 Pumps 4 Support 6 Specials	60 Ffs 5 Officers
Sunday 27/06/2021	Clarendon Dental Spa 9 Woodhouse Square Woodhouse Leeds	Dentists	Leeds	Lithium battery charger	7 Pumps 4 Support 5 Specials	55 Ffs 4 Officers
Wednesday 28/07/21	Elliott Musgrave Ltd New Bridge Works Hammerton Street Bradford	Industrial	Bradford	Spark from circular saw	6 Pumps 3 Support 4 Specials	44 Ffs 5 Officers
Wednesday 04/08/21	Moorthorpe Social Club Langthwaite Lane South Elmsall	Derelict Club	South Elmsall	Electrical Supply	6 Pumps 2 Support 5 Specials	42 Ffs 6 Officers
Saturday 10/09/21	Cut End Mills Mill Street East Savile Town Dewsbury	Mill	Dewsbury	Intentional burning out of control	12 Pumps 1 Support 2 Specials	56 Ffs 8 Officers
Wednesday 15/09/21	Stanley St Peters School Lake Lock Road Stanley Wakefield	School	Wakefield	Hot works	5 Pumps 2 Support 3 Specials	34 Ffs 5 Officers

Further detail on recent six pumps and above fire-related incidents:

Elliott Musgrave Ltd, New Bridge Works, Hammerton Street, Bradford

28th July 2021

This incident occurred in Bradford station area and was a fire in the ducting of an engineering works.

The initial pre-determined attendance was 3 pumps from Bradford and Shipley, this was increased to 6 pumps and pumps from Stanningley, Rawdon and Morley were mobilised.

The following support appliances were also mobilised:

The ALP from Leeds, the Hose Layer from Mirfield, the Personnel Welfare Unit from Ilkley, the Command Unit from Featherstone with Support from Castleford

Officers were mobilised due to the size of the incident. They were as follows:

Station Manager Goldwater was the Incident Commander, Station Manager Clark was the Hazmat and Environmental Protection Officers, Station Manager Earl was the Command Support Officer and Station Manager Bowen was the Operational Assurance Officer. Two CLM vehicles were also deployed from Pontefract and Shipley.

The time of call for this incident was 11:25 on 28th July 2021 with the stop being received by Control at 12:19. The incident was closed at 13:05 the same day.

The cause of the fire was believed to be a spark from a circular saw.

Moorthorpe Recreation Social Club, Langthwaite Lane, South Elmsall

4th August 2021

This incident occurred in South Kirkby station area and involved a derelict former social club

The initial pre-determined attendance was 3 pumps from South Kirkby, Adwick and Barnsley. This was increased to 6 pumps and pumps from Dewsbury, Normanton and Askern. The Carps from Huddersfield and Wakefield were also mobilised.

The following support appliances were also mobilised:

The Hose Layer with support from Mirfield, the Personnel Welfare Unit from Skelmanthorpe and the Command Unit from Featherstone with support from Castleford and the Hazmat Unit from Dewsbury.

Officers were mobilised due to the size of the incident. They were as follows:

Station Manager Loney was the Incident Commander, Station Manager Atkins was the Hazmat and Environmental Protection Officer, Station Manager Clark was the Command Support Officer and Station Manager Goodall was the Operational Assurance Officer. Watch Manager Cavalier was the Fire Investigation Officer and was shadowed by Station Manager Tully. Three CLM vehicles were also deployed from Dewsbury, Wakefield and Killingbeck.

The time of call for this incident was 10:19 on 4th August 2021 with the stop being received by Control at 20:33. The incident was closed on at 21:39 the same day.

The most likely cause was accidental due to an unsafe electrical installation associated with the cultivation of cannabis.

Cut End Mills, Mill Street East, Saville Town, Dewsbury

10th September 2021

This incident was a fire involving industrial units in Dewsbury station area.

The initial pre-determined attendance was 1 pump from Dewsbury. At the height of the incident a make pumps 12 was received by Control and pumps from Dewsbury, Ossett, Cleckheaton, Morley, Leeds, Rothwell, Bradford, Huddersfield, Rastrick and Odsal were mobilised. The Carps from Huddersfield and Wakefield were also mobilised.

The following support appliances were also mobilised:

The Command Unit from Featherstone, the Personnel Welfare Unit from Skelmanthorpe and the Hose Layer with support from Mirfield.

Officers were mobilised due to the size of the incident. They were as follows:

Station Manager Needham and Group Manager Bush were the Incident Commanders, Station Manager Fox was the Hazmat and Environmental Protection Officer, Group Manager Gardiner and Station Manager Kovacs were the Command Support Officers, Station Manager Metcalfe was the Operational Assurance Officer, Station Manager Tully was the Fire Investigation Officer, Station Manager Bell was the BA Officer and Station Manager Hannah was the officer mobilised to Control. Six CLM vehicles were also deployed from Leeds, Cookridge, Odsal, Pontefract, Killingbeck and Bingley.

The time of call for this incident was 16:43 on 10th September 2021 with the stop being received by Control at 17:43 on 11th September. The incident was closed later that day at 17:45.

The cause of this is deemed to be intentional burning getting out of control.

Stanley St Peters School, Lake Lock Road, Stanley, Wakefield

15th September 2021

This incident involved the roof space of a primary school in Wakefield station area.

The initial pre-determined attendance was 3 pumps from Rothwell, Normanton and Ossett. At the height of the incident a make pumps 5 was received by Control and pumps from Wakefield and Hunslet were mobilised.

The following support appliances were also mobilised:

The Command Unit from Featherstone with support from Hunslet, the Personnel Welfare Unit from Skelmanthorpe, the Hose Layer and support from Mirfield and a Salvage and Logistics Unit from Mirfield.

Officers were mobilised due to the size of the incident. They were as follows:

Station Manager Hawley was the Incident Commander, Station Manager Daly was the Hazmat and Environmental Protection Officer, Station Manager Kovacs was the Command Support Officer, Station Officer Hudson was Operational Assurance Officer and Station Manager Needham was the Fire Investigation Officer. Two CLM vehicles was also deployed from Hunslet and Morley.

The time of call for this incident was 17:23 on 15th September 2021, the stop message was received by Control at 20:29 and the incident was closed at 22:48 the same day.

The most likely cause of the fire is roofing contractors 'hot working' in the area of the fire's origin and development.

7. Violence at Work

Attacks on Personnel

There have been 33 incidents reported by West Yorkshire FRS in the financial year.

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Attacks on Firefighters	40	76	64	60	87	92	75	81	68	33

The table below summarises the events reported by firefighters and other staff. Where stations have not reported any incidents, they are not shown within this table.

For clarification, 'stoning' and 'firework' cover any thrown object identified respectively as a stone or firework; and 'missile' covers any other object used as a projectile.

Attacks on Firefighters as a Percentage of Turnouts										
District / Station	No.of Turnouts	Physical Assault	Weapon Brandished	Missile Thrown	Firework Thrown	Stoning	Aggressive Behaviour	Verbal Abuse	Total	Percentage
Bradford District										
Bradford	2107	1				2	1	2	6	0.28%
FWG	766					1			1	0.13%
Odsal	722					1		2	3	0.42%
Shipley	871			1		1			2	0.23%
District Total	5445	1	0	1	0	5	1	4	12	0.22%
Calderdale District										
Ilkley	567							1	1	0.18%
District Total	1869	0	0	0	0	0	0	1	1	0.05%
Kirklees District										
Huddersfield	1245							1	1	0.08%
Cleckheaton	732						2		2	0.27%
Dewsbury	1104							2	2	0.18%
District Total	3646	0	0	0	0	0	2	3	5	0.14%
Leeds District										
Leeds	2202		1			1	1	1	4	0.18%
Hunslet	1554	1							1	0.06%
Morley	286	1				1			2	0.70%
Rawdon	237	1							1	0.42%
Stanningley	612	1							1	0.16%
District Total	7741	4	1	0	0	2	1	1	9	0.12%
Wakefield District										
Featherstone	83					1			1	1.20%
Ossett	432			1				1	2	0.46%
South Kirkby	247						2	1	3	1.21%
District Total	2307	0	0	1	0	1	2	2	6	0.26%
Totals	21092	5	1	2	0	8	6	11	33	0.16%

The above table shows the number of incidents in which firefighters were subjected to violence as a percentage of attendance, by station and by district (0.16% overall). Some stations might appear to suffer a relatively high percentage of attacks, but this is largely due to the number of incidents attended from such stations.

The Chief Fire Officer re-emphasises that even one attack is one too many and that every assistance and encouragement will be given to the police to bring offenders to court. Work is continuing with a variety of agencies from the police and district councils to community groups and youth leaders to address these issues.

District Actions to Address Violence

All districts are undertaking the following actions:

- Communicating a positive image of the fire service in the community
- Taking part in community events to support this image
- Provision of conflict management training to service delivery staff
- Encouraging all staff to use the SCIP when intelligence or other information is received for risk issues
- Encouraging any watch who place the information on SCIP to email other local stations to alert them to the fact that the address has been added and to make sure that they then view the SCIP for the details
- Consistently promoting the knowledge of Silent Witness cameras with crews and to the public at events etc. to discourage anti-social behaviour
- Where incidents do occur, publicising through the media any arrests made by the police and any sentences given by the courts
- Close working with partners services to produce robust multiagency response plans
- Targeted Intervention days led by the Youth Intervention Team
- Trialling the use of body worn cameras over the bonfire period

Bradford

In Bradford there were 12 attacks on firefighters at incidents, details of which are available from the District Commander. At one of these incidents a firefighter was punched in the head by a member of the public. At another incident a firefighter was struck in the face by a member of the public. There was no damage to fire appliances during these attacks.

Calderdale

In Calderdale there was 1 attack on firefighters at incidents, details of which are available from the District Commander. There were no injuries to firefighters or damage to fire appliances during this attack.

Kirklees

In Kirklees there were 5 attacks on firefighters at incidents, details of which are available from the District Commander. There were no injuries to firefighters, but an appliance was slightly damaged at one of these incidents.

Leeds

In Leeds there were 9 attacks on firefighters at incidents, details of which are available from the District Commander. At one of these incidents a firefighter was kicked in the head and at another incident firefighters were spat at. There was no damage caused to fire appliances during these attacks.

Wakefield

In Wakefield there were 6 attacks on firefighters at incidents, details of which are available from the District Commander. There were no injuries to firefighters or damage to fire appliances during these attacks.

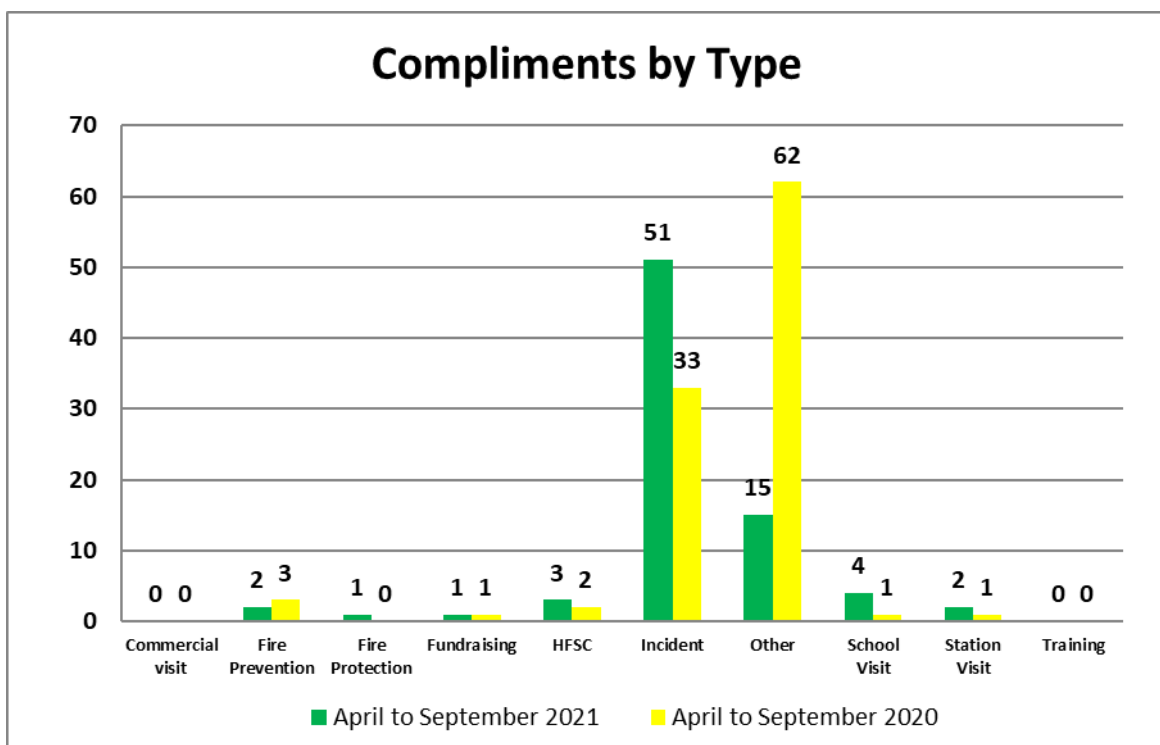
8. Corporate Performance Activity

Details of key corporate performance areas are shown below.

Compliments

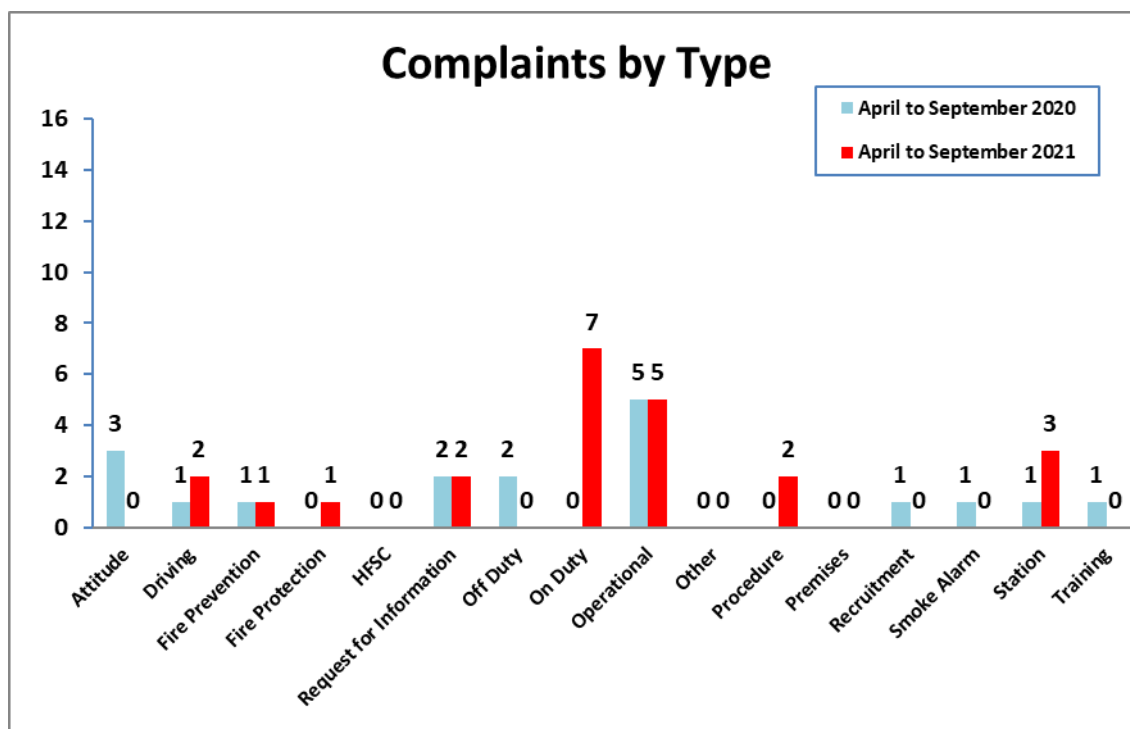
The charts below show by the type and the number of compliments and complaints received by West Yorkshire FRS for the period 1 April to 30 September 2021 and the same period in the year 2020-21.

During this period West Yorkshire FRS has recorded 79 compliments, which is lower than the 103 received in 2020.



Complaints

For the period 1 April to 30 September 2021, we have received 23 complaints, of which seven were upheld. This compares to 18 received between the same dates in 2020, of which 10 were upheld.



All complaints are dealt with in a consistent manner, being fully investigated with appropriate remedial action where necessary.

The table below shows the number of complaints received and upheld from 1 April to 30 September 2021 and a comparison with the same period during the year 2020.

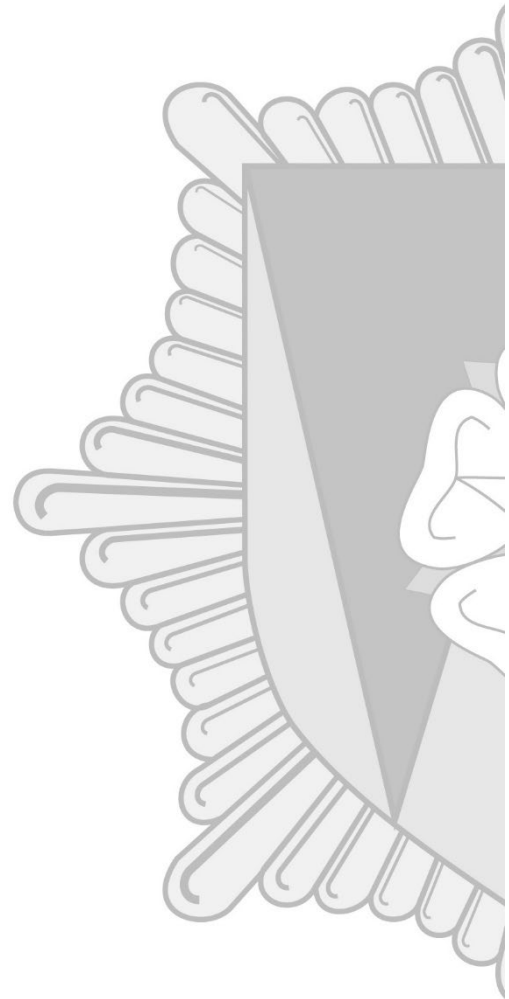
Category	2020-21		2021-22	
	Received	Upheld	Received	Upheld
Attitude	3	3	0	0
Driving	1	1	2	1
Fire Prevention	1	0	1	0
Fire Protection	0	0	1	0
HFSC	0	0	0	0
Request for Information	2	1	0	0
Off Duty	2	1	2	0
On Duty	0	0	0	0
Operational	5	2	7	2
Other	0	0	5	1
Procedure	0	0	0	0
Premises	0	0	2	1
Recruitment	1	0	0	0
Smoke Alarm	1	0	0	0
Station	1	1	3	2
Training	1	1	0	0
TOTALS	18	10	23	7

Freedom of Information and Data Protection

The tables below show the number of Freedom of Information Requests and Subject Access Requests dealt with within the period 1 April to 30 September 2021.

Freedom of Information Requests	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Number due for response	13	11	9	6	6	10							55
Number responded to within time limit	13	11	9	6	6	10							55
Number responded to out of time	0	0	0	0	0	0							0
Number suspended or closed due to no clarification from requester	0	0	0	0	0	0							0
Number of Internal Reviews due for response	0	1	0	0	0	0							1
Number of Internal Reviews responded to within time limit	0	1	0	0	0	0							1

Subject Access Requests	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Number due for response	0	2	2	1	4	0							9
Number responded to within time limit	0	2	2	1	4	0							9
Number responded to out of time	0	0	0	0	0	0							0



West Yorkshire Fire and Rescue Service
Oakroyd Hall
Birkenshaw
Bradford BD11 2DY



OFFICIAL

Programme of Change 2021/22 Update

Full Authority

Date: 17 December 2021

Agenda Item:

10

Submitted By: Director of Service Support

Purpose	To update Members on the progress in relation to the Programme of Change 2021/22.
Recommendations	That Members note the report.
Summary	This report is to update Members of the progress against the Programme of Change 2021/22.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Mat Walker, Service Support AM
Mathew.Walker@westyorksfire.gov.uk

Background papers open to inspection: None

Annexes: Annex 1 - Organisational Planning Cycle
Annex 2 - Programme of Change 2021/22

1 Introduction

The Organisational Annual Planning Cycle (Refer to Annex 1) is now an embedded process which was implemented following a review and stakeholder research in 2018. The process aims to link all change to the strategic direction of the organisation and to improve the logical processes of activities and allow greater time and scrutiny of proposed change activities.

The approved change activities which fall out of the of the planning process become programmes or projects of varying scale and form the Programme of Change. Lower-level change is often managed within departments or districts.

At the Full Authority Meeting held on the 25 February 2021 Members approved the Integrated Risk Management Plan Programme of Change 2021/22.

2 Information

Progress on the implementation of the programme is reported to each Full Authority meeting and Annex 2 shows the status for current projects within the 2021/22 programme.

The 2021 Organisational Planning Day was held on the Monday 20th September. The meeting is facilitated by PMO (Portfolio Management Office) and is attended by Management Team, department leads and key stakeholders. At the meeting proposed change activities were presented and stakeholders were provided with the opportunity to question, support or challenge. As part of the planning cycle departments were also required to undertake a review of business as usual (BaU) activities. The planning day in addition provided an opportunity to explore smarter ways of working and to provide an update on the current Change Programme.

3 Financial Implications

Financial implications of each of the actions are incorporated within each project as appropriate.

4 Legal Implications

The Monitoring Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by Members for legal advice made at the meeting.

5 Human Resource and Diversity Implications

There are no Human Resources and Diversity implications arising from this report. All projects are required to assess the HR implications and undertake an Equality Impact Assessment (EIA) in line with the Public Sector Equality Duty.

6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorksfire.gov.uk))	Yes
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At the start of every programme / project it is a requirement that the EIA form is completed. Once completed the EIA is reviewed by the Diversity and Inclusion team. EIA's can be accessed from individual project sites. Regular meetings are held with the PMO and the Diversity and Inclusion team to review and monitor the process.

The EIA is available on request from the report author or from diversity.inclusion@westyorksfire.gov.uk

7 Health, Safety and Wellbeing Implications

Health, safety, and wellbeing implications are incorporated within each project as appropriate.

8 Environmental Implications

There are no Environmental implications arising from this report at the time of submission. The environmental implications of each project within the programme are considered individually.

9 Your Fire and Rescue Service Priorities

This report details the activities undertaken in meeting our Priorities as detailed in Your Fire and Rescue Service 2022-25.

10 Conclusions

Since the last update several projects have now completed or are due to complete. The achieved activities (completed or closed) have been removed from the portfolio. The status of each project can be seen in the attached dashboard (Annex 2).

The Programme of Change has been updated to include the Fire Standards Programme and the FSHQ Programme.


Proposed change activities which were presented at the Organisational Planning Day will be taken to star chamber for final approval. These will then form part of the Programme of Change.

Annex 1 – Organisational Planning Cycle



Annex 2 – Programme of Change 2021-22

Programme of Change 2021-22 – Projects and Activities Status Dashboard (Status as at 10/11/2021).

 West Yorkshire Fire & Rescue Service Programme of Change 2021/2022 Portfolio Management Office												Report Date: 10/11/2021
Board	Project Title & Description	Status	Sponsor	SRO	PM	Start Date	Current Completion Date	Initial Target Completion Date	Time left	No of Change Controls	Timeline Last Updated	Project Completion %
CMB	Mobile Working Phase 2, Safe & Well applications on mobile tablets for Operational Crews	On Track	Dave Walton	Scott Donegan	Sarah Laidlow Moore	31/12/2018	31/12/2021	06/10/2019		3	31/08/2021	75
CMB	Sharepoint 2016 - Update software for corporate intranet and document management system	Overdue	Nick Smith	Gagley Seekins	Rebecca Hayes	03/01/2017	30/06/2021	31/03/2018		6	07/09/2021	80
CMB	Performance Management Programme	On Track	Nick Smith	Mat Walker	Kirsty James	14/09/2020	31/07/2023			0	13/09/2021	24
CMB	Leadership Strategy	On Track	Ian Brandwood	N/A	Ian Stone	01/03/2018	31/03/2022	31/03/2021		1	02/12/2020	45
CMB	Grenfell Programme	On Track	John Roberts	Dave Teggart	Paul England	03/03/2020	03/03/2022			0	26/10/2021	60
CMB	Digital and Data Strategy	Evaluation	Nick Smith		Gagley Seekins	06/01/2020	31/10/2021	31/07/2021		1	19/10/2021	90
CMB	Aerial Review 2020 (WY & regional approach)	Complete	DCFO Dave Walton	Dave Teggart	Andy Rose	08/06/2020	31/07/2021	31/03/2021		1	01/09/2021	100
CMB	Fire Appliances - To look at the future design	On Track	DCFO Dave Walton	Dave Teggart	Mick Kilburn	08/06/2020	31/08/2021	30/06/2021		2	04/11/2021	90
CMB	Fire Stations - To look at the future design and to produce a set of Design Principles	On Track	DCFO Dave Walton	Dave Teggart	Mick Kilburn	08/06/2020	31/10/2021	30/06/2021		1	28/06/2021	85
CMB	New Control Project	On Track	Dave Walton	Scott Donegan	Helen Dowse	01/09/2020	01/09/2023			0	08/11/2021	5
CMB	ESMCP-WY - local WYFRS project to locally deliver the national project to develop a national emergency services network.	On Track	Nick Smith	Mat Walker	Helen Peace	01/12/2020	31/12/2026			0	03/11/2021	25
CMB	Corporate Identity Refresh	On Track	Louise Johnson		Sarah Greig	01/04/2021	31/12/2021			0	29/10/2021	70
CMB	FSHQ Programme	On Track	Nick Smith		Bruce Cowen	07/10/2021	01/03/2024			0	10/11/2021	0
CMB	Fire Standards Programme	On Track	Nick Smith	Mat Walker	Adrian Bairstow	16/02/2021	31/12/2029			0		0
TPB	Purchasing Cards Project	On Hold	Alison Wood		Emma Ayton	08/11/2017	31/01/2020	31/03/2019		1	No timeline	95
TPB	Vehicle CCTV Project - To change to a single, remotely accessible CCTV system for all liveried response vehicles.	Behind schedule	Nick Smith	Dave Teggart	Jon Sugden	12/06/2018	31/05/2022			2	27/08/2019	45
TPB	Protection & Risk Info Database Project - New solution to gather ops risk & protection info	Complete	Dave Walton	Gagley Seekins	Adrian Spencer	21/01/2019	04/08/2021	31/07/2020		5	09/11/2021	100
TPB	EMOC Replacement Project	On Track	GM Greenwood	Adam Greenwood	Morgan Taylor	17/10/2019	02/10/2021	16/03/2020		2	04/10/2021	45
TPB	Promotion Project WM-GM	On Track	Ian Brandwood	Steve Holt	John Cavalier	17/05/2021	tbc			0	22/10/2021	0
TPB	Website Refresh	complete	Louise Johnson		Fran Lister	01/02/2020	30/09/2021			0	01/10/2021	100



OFFICIAL

Bonfire Review 2021

Full Authority

Date: 17 December 2021

Agenda Item:

11

Submitted By: Deputy Chief Fire Officer

Purpose	To inform Members of the events leading up to and throughout the bonfire period.
Recommendations	That the members note the content of this report.
Summary	The bonfire period is historically a time of increased activity for West Yorkshire Fire and Rescue Service (WYFRS). It is also a period that we know has the potential to see an increase in attacks on firefighters. Most Local Authority (LA) events still did not take place due to the ongoing impact of Covid. WYFRS experienced a busy period, resulting in an expected increase of calls and mobilisations.

Local Government (Access to information) Act 1972

Exemption Category: None

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Background papers open to inspection: None

Annexes: None

1 Introduction

- 1.1 Over the bonfire period, WYFRS operational response had to be dynamic and resilient reflecting the changes in demand and the increased risk to both firefighters and the communities we serve. To achieve this, operational response, fire prevention and fire protection have worked collaboratively with blue-light and other partner agencies. The aim being to provide a safe and effective emergency response, prevent firefighter attacks and to lower the number of fire related incidents attended. We have adapted and introduced new ways of working with partners due to the lasting impact of the Covid-19 pandemic.
- 1.2 The main prevention strategy cohesively implemented at all levels was joint working and multi-agency community engagement. Influential community members, faith groups and youth services were used prior to the bonfire period. They were used to educate the community and helped reduce tensions in high-risk areas over the bonfire period, using varied diversionary tactics.
- 1.3 The bonfire operational response plan covered Friday 5th and Saturday 6th November. In relation to 2020, when considering the 4-day period between Thursday 4th and Sunday 7th November there was a significant decrease in incident attendance; from 399 in 2020 to 253 in 2021. Firefighter attacks remained the same figure as last year; with 10 attacks (further detail in sections four and five). The ongoing impact Covid-19 may have led to more people having more localised bonfires at home. We have experienced less organised bonfire events compared to pre Covid-19 pandemic times. However, we cannot understate the impact of our multi-agency prevention strategy that has evolved and grown over several years.
- 1.4 Specific planning for the bonfire period started in May 2021. Much of the prevention work builds on educational themes, initiatives and prevention work completed throughout the course of the year. Our success relies heavily on strong links and collaborative working that has developed over several years with schools, community/faith groups, local authorities and the other blue light partners.

2 Prevention Activity

- 2.1 Each district carried out a range of prevention activities with the aim to reduce bonfire related activity and anti-social behaviour (ASB), prior to and during the bonfire period, some of which were supported through partnerships and others WYFRS led. The activities varied slightly in each district due to the different levels of risk and demographic makeup. The following activities have taken place:
- 2.2 **Community Awareness Initiatives** - Engagement with the local community was a key factor and different activities were directed towards the higher risk areas. Areas which experienced higher levels of attacks and ASB in 2020 were further resourced this year.
- 2.2.1 **Bradford District.** WYFRS, WYP and Bradford Council co-chaired a weekly meeting between key partners, ward officers, youth services and volunteers throughout the district. As a result of this closer partnership work, Bradford cleansing team had direct contact with the community to remove dangerous fires and accumulated waste in the run up to bonfire night. In one ward alone 120 tonnes were removed in one week.

Sharing information for potential attacks on crews from previous data, we were able to plan CCTV locations in the run up to the Bonfire Period. Previous youths involved in ASB were issued Consequence cards as a warning. In addition, a new Bonfire Awareness package 'Mischief' was co-created with The Riot Act. This package was launched and delivered by WYFRS throughout secondary schools with the support of local Police officers. Working collaboratively with trading standards, we identified and monitored the sale of fireworks throughout the district to ensure that all met the legal requirements.

- 2.2.2 **Calderdale District.** Partners worked closely together to support the community around the bonfire period. This has been jointly delivered through high-risk area patrols where waste build up has been reported and removed swiftly to combat anti-social fire-setting. Neighbourhood Policing Teams and trading standards visited licensed firework distributors to ensure fireworks were being sold responsibly. WYFRS crews performed environmental audits of high-risk areas. Each Station delivered and advertised our campaign messages around firework safety to businesses and places with a high footfall. An initiative around healthy holidays in the Himmat project of Park Ward, Halifax gave WYFRS an occasion for positive engagement with young people of this area in the lead up to bonfire night. This event also gave Prevention an opportunity to deliver messages around ASB and attacks on Firefighters. This presentation was also delivered in the local high school to every year group before the half term holiday.
- 2.2.3 **Kirklees District.** Bonfire planning and priority areas were discussed with partners at localised Community Outcome Groups with intelligence about bonfire related ASB, fly tipping etc. being shared and responded to. Posters and campaign material were distributed across District prior to the bonfire period by operational crews. Kirklees Council's Community Environment Safety Officers (CESOs) primarily focussed on shops selling fireworks and areas of concern. Campaign banners were displayed outside Fire Stations and key public spaces.
- 2.2.4 **Leeds District.** Engagement with local communities was a key factor as part of the District's strategy in preparation for this year's bonfire period. Activities focused on wider communication across the district, and specific focus within key locations and identified risk areas. Leeds District risk reduction activity was data driven and intelligence led through partnership engagement and attendance at key bonfire tasking meetings. In support of Police colleagues, the Fire Protection Team visited licensed firework retailers. Bonfire specific safety material and messaging was produced, shared with partners and utilised across the Leeds District Twitter account.
- 2.2.5 **Wakefield District.** Had a collaborative multi-agency approach with joint bonfire planning strategies and data led decision making. To combat the potential of an escalation in domestic bonfires, Wakefield District sent a clear and emphatic message across all partnership media platforms and front-line teams. All residents within the community of Wakefield were to refrain from holding garden bonfires and firework displays and to respect the Emergency Services and neighbours. Wakefield District Housing and WYP cascaded information via their media platforms and front-line staff/teams. Strategic Planning meetings were held with all the key partners of WYP; Wakefield Council; ASB Council Teams; Council Neighbourhood Communities and Management Teams and Youth Outreach Teams. This led to effective multi-agency

ASB reduction operations. Effective drive round and inspections of bonfires were carried out daily throughout the Bonfire Period and removal of fly tipping was carried out.

- 2.3 **Youth Education Provision** – Covid-19 has impacted on the way we delivered our education packages around the Bonfire period. All districts worked closely with the central training team to ensure online material was shared with all Primary and Secondary schools. The focus was on pupils in years five through to eleven, and highlighting the hazards and risks involved in bonfires and the inappropriate use of fireworks. In addition to internally developed material, a theatrical group “The Riot Act” was utilised to produce age specific, social media content to further support education. This has been shared with all secondary schools across West Yorkshire.
- 2.4 **Youth Intervention Team** – In October the team worked with Bradford Youth Services to deliver sessions at three of their open access Youth Groups. The team engaged with young people aged 7 – 16. The sessions covered: Dangers of fire setting, Impact of ASB, Impact of attacks on firefighters. Additionally, sessions were delivered at in Wakefield regarding bonfire and firework safety and the impact of ASB. In November the team delivered education sessions in Kirklees district to the LBGTQ youth groups. These sessions covered bonfire and firework safety education.
- 2.5 **Environmental Visual Audits (EVAs)** - All districts had multi-agency, intelligence led partnership meetings, which identified areas of fly tipping concern and potential nuisance fires. Crews undertook EVAs as part of a daily routine in the lead up to the bonfire period in known areas where fly tipping occurred. Council Waste Management Teams removed waste and minimised the opportunity for unwanted fires ahead of the Bonfire period. Staff proactively monitored vulnerable empty properties and where necessary, arranged the securing of the property.
- 2.6 **Intelligence sharing** - The planning process considered previous years activities, current Police intelligence and anticipated activity for West Yorkshire. WYP and WYFRS gathered and shared information/intelligence leading up to and throughout the bonfire period. This was shared with Yorkshire Ambulance Service (YAS) and other partner agencies. WYFRS staff were informed via the Safety Critical Information Point (SCIP) and a full update given at a daily briefing to those involved in the response plan. Resilience Direct mapping was used to highlight prior fire-fighter attack and high-risk areas and was updated in live time. This was shared internally with all WYFRS operational staff, WYP and YAS prior to and during the response period.
- 2.7 **Response - Community Engagement** - Subject to ongoing Covid-19 impacts, crews continued to engage with communities throughout the bonfire period. There were a limited number of diversionary activities planned to engage with and to remove youths from the streets in higher risk areas. Talks were given to local youth groups and safety messages given out to local religious/community leaders.
- 2.7.1 **Bradford District.** Community Engagement was one element that was key to the success of a safe Bonfire period. Large banners were attached to all Fire Stations and posters along with campaign material was distributed across the district prior to the bonfire period by operational crews. Educational material / posters were displayed in communal spaces, shopping centres, firework shops and Doctors surgeries. Crews liaised with Bradford council representatives and the public in identifying and risk

assessing planned Bonfires within the district. Crews worked collaboratively with agencies allowing for unsafe Bonfires to be removed and for public reassurance to be provided. Staff worked within the communities checking in on planned events, at risk sites and carrying out EVA's around the district. Education was delivered to all secondary schools and some faith establishments using the Mischief package, this was delivered by teachers and supported by uniformed personnel. Consequence cards were issued by joint services to those who have historically used ASB throughout the district at this time. Social media Bonfire Safety messages were circulated daily throughout partnership accounts and re-enforced by use of an i-van for the week running up to the event.

- 2.7.2 **Calderdale District.** Community engagement consisted of a visit to the Himmat centre and school visits to distribute education leaflets. Crews carried out EVA drive-arounds to support community awareness, pre-planning visits to organised bonfires and liaison work with Calderdale safety wardens.
- 2.7.3 **Kirklees District.** Engaged with the public in areas where we had previously experienced heightened activity. Operational crews visited many mosques at Friday prayers in Saville Town and Thornhill Lees. They delivered vital safety messages and reminded the public about the impact of ASB on the community. This was done in conjunction with environmental audits with waste reported to the local authority for removal across district.
- 2.7.4 **Leeds District.** This year, as Covid-19 lockdown restrictions eased, crews were able to engage face to face with communities, attend events and working groups leading up to and throughout the bonfire period. Joint Facebook Live sessions, radio interviews and attendance at community engagement events were part of our community cohesion and engagement initiatives. We attended several community facing events with WYP and Leeds City Council (LCC) to drive bonfire safety messages with the public and raise awareness of diversionary events taking place across the district. Areas of high tension were identified through data review, incident debriefing and shared with station personnel, supporting operational response and Fire Fighter safety.
- 2.7.5 **Wakefield District.** The crews from the Wakefield District stations undertook community engagement in historical 'Hotspots' areas. Whilst undertaking environmental visual audits, any noticeable fuel sources for ASB fire setting were reported directly to Wakefield Council for removal.
- 2.8 **Selling of Fireworks** - WYFRS are responsible, as a Local Licensing Authority, for the safe storage of fireworks. We assessed, by a site visit from a competent inspector, every new licence application to store fireworks. This was to ensure that storage arrangements were satisfactory and in accordance with national legislation and guidance. In addition to this, we engaged with licence holders in a variety of ways, from telephone contact to physical visits. Engagement was based on the risk posed through identification of intelligence received regarding the safe storage of fireworks. Leading up to and during the bonfire period we liaised and shared information on firework related issues with other regulatory authorities. Information regarding illegal sales of fireworks was shared with partner organisations including WY Trading Standards and WYP.

2.9 **Organised Events** – Due to the impact of Covid-19 restrictions, many Local Authority and large organised events did not take place.

2.10 **Corporate Communications campaign**

The 2021 Bonfire campaign's aim was to:

- Promote bonfire and firework safety messages.
- Raise public awareness of the dangers of fireworks and bonfires.
- Reduce the number of home bonfires by encouraging attendance at organised displays.
- Reduce callouts and nuisance calls.

The campaign was also linked to the National Burns Awareness campaign on 13th October and supported WYP's Halloween public safety campaign. The key campaign messages were around fake fireworks, prank calls and personal safety as well as 'Respect' graphics.



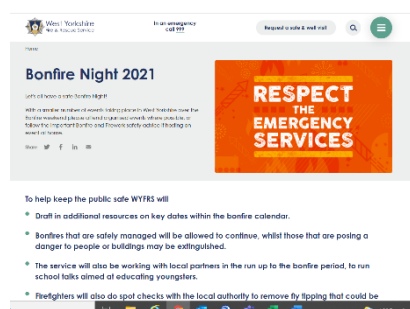
2.10.1 **Social Media.** A social media campaign was delivered across our social media platforms including @WYFRS Twitter, Facebook & Instagram. The campaign used the key messages, graphics and campaign gifs. A mix of organic and targeted paid for promotion was used. The campaign was supported from partner and community accounts via the local resilience forum including local authorities, blue light and community groups.

2.10.2 We partnered with WYP and Bradford CCG to participate in Facebook and Instagram live sessions in the weeks before Bonfire Night to talk about the key messages and encouraging members of the public to ask questions.

2.10.3 Total reach across social media, including partners, is estimated at around 356k.

2.11 **Facebook.** Our messages and targeted Facebook adverts reached over 226k people. Of this audience, 6.3k people engaged with the posts.

2.12 **Twitter.** Our messages reached almost 130k people. Of this audience, over 1.5k people engaged with the posts.



- 2.13 **Website.** A dedicated section was created for Bonfire night on the new WYFRS website. This section included a variety of information on bonfire and fireworks safety advice plus information on WYFRS activities. Information was also added in the newsroom section of the website along with a web banner on the home page. Between the 4th October and the 7th November 2021, the Bonfire Night webpage had 10.6k views of which 6.5k were unique visitors. Over Bonfire weekend (4-6th November) 28% of the website users were aged between 25-34, one of our key demographics for Bonfire safety messages.
- 2.14 **Print.** A range of print items were created for use by the prevention teams. These included posters, leaflets, vinyl and pull up banners.
- 2.15 As part of the campaign the Corporate Communications Team worked with the Prevention Team around promoting the bonfire safe messages with the local community. A Bonfire toolkit of digital campaign assets was shared with partner and stakeholder organisations including the WYRF, blue light services, local authorities and community groups.
- 2.16 **PR and Media engagement.** The campaign also featured PR and media updates. Proactive press releases were circulated prior to Bonfire night and added to the newsroom of the WYFRS website. The Corporate Communications Team also worked with partner agencies to produce joint PR during the Bonfire period and arranged for pre bonfire interviews. These press releases were picked up in a variety of local and regional publications with a combined reach of almost 30 million people. Media outlets who ran our Bonfire PR included Greatest Hits Radio West Yorkshire, ITV Calendar, the Yorkshire Post, the Telegraph and Argus and ITV.com website.

3 **Operational Response**

- 3.1 Early multi-agency planning at both strategic and tactical levels focused on information sharing and resource requirements, which aided a robust, safe and efficient bonfire response. Pre-planning starts at a district level, utilising the local knowledge and understanding of the district teams and operational crews. In conjunction with local police partners, the district “blue light” team determined the level of response required for the bonfire period.
- 3.2 The key elements of the response plan included additional resources in the form of fire cars over two nights. Extra Flexi Duty System (FDS) officers were utilised to fulfil the command-and-control roles working closely with our Control room.
- 3.3 In all districts, there were Special Operations Rooms (SORs) in operation over the bonfire period to enhance the multi-agency response efforts.
- 3.4 WYFRS provided 6 ‘fire cars’ that were unmarked WYFRS vehicles with blue lights. A WYFRS Watch Commander was the driver and a WYP Sergeant the passenger. Both officers were selected due to the extensive knowledge of the local area and community they worked within. Fire Car provision was:
- Three in Bradford – Fairweather Green, Bradford and Keighley.
 - Two in Leeds – Killingbeck and Hunslet.
 - One in Calderdale – Halifax.

- 3.5 Their principal role was to carry out on scene risk assessment in terms of whether a fire appliance was required or not. Following a thorough risk assessment, a fire with no risk of spreading to any property or risk to the public was allowed to burn out or be left with a responsible person. This ensured that WYFRS and WYP had minimal personnel within a potential risk area with the clear intention of reducing attacks to firefighters, officers and appliances. The Police Sergeant provided the authority to direct individuals who may be causing a public nuisance. The fire cars allowed lifesaving operational fire engines to remain available more often for other emergency response calls (see incident analysis Section 4).
- 3.6 Following a thorough analysis of previous incidents over a three-year period from 2018 to 2020, this year WYFRS did not plan for or use resilience appliances as we have done in the past.
- 3.7 WYP provided three Police Supports Units (PSUs) to assist WYFRS in reducing the potential for firefighter attacks. Each PSU consisted of three police serials (vans) with approximately eight staff. The WYP serials were coordinated from WYP Force led Command and Control. They were mobilised on request from a fire car Police Sergeant or at the request of a WYFRS Officer in Command of an appliance attending an incident and experiencing assaults on firefighters or an appliance.
- 3.8 On-call Stations Silsden, Ilkley and Mytholmroyd were stood up on the 5th and 6th November between 17:00 and 23:59 to provide operational resilience within their respective districts.
- 3.9 WYFRS' Tactical Fire Commander coordinated and managed operations centrally from the Tactical Command room working closely with Fire Control in liaison with a Group Manager within WYP's central operations room. A robust communication structure was established to ensure that data from all command locations was shared effectively and efficiently.
- 3.10 There were 1,413 fire related calls from 15:00 to 02:00, over the four-night period of the 4th, 5th, 6th and 7th November. Through risk assessed call handling and challenge, information and intelligence sharing with fire tactical command, we mobilised to 411 (around 29%) of these calls; resulting in appliances being kept available and the threat to our staff reduced.
- 3.11 During the operational response plan period joint briefings were held between WYP and WYFRS across all levels of command to provide an up-to-date intelligence picture, share safety critical information and deliver any final safety messages.

Fire related calls into Control 15:00 hrs to 02:00hrs over the four-day period.

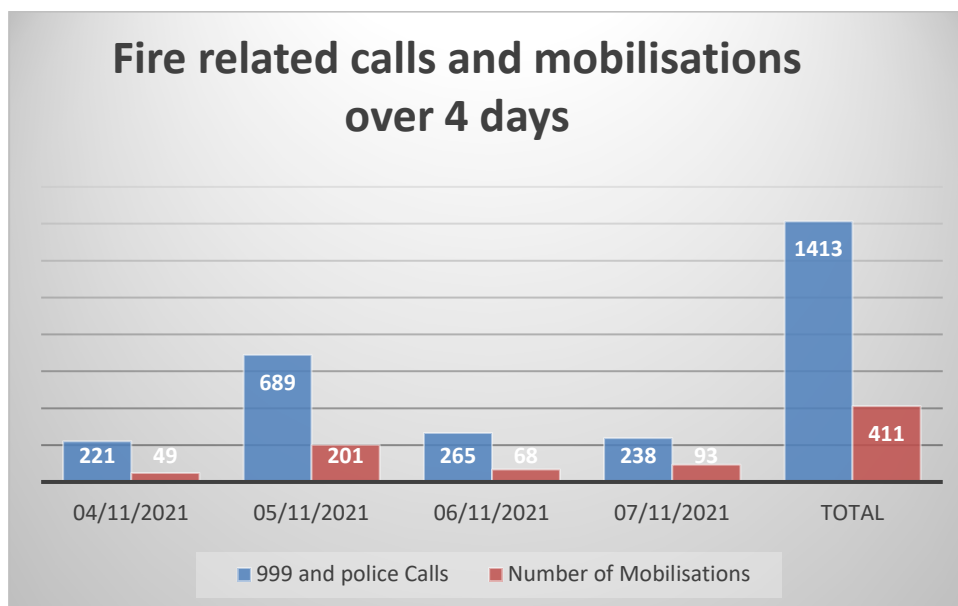


Figure 1. Bar Chart showing fire related calls and mobilisations over four days.

4 Incident analysis

4.1 These incident numbers in Figure 2 are a total over the bonfire period to allow for comparison to previous years, the figures are over four days from 15:00hrs on 4th November through to 02:00hrs on the 8th November 2021.

Dates – bonfire period	2016	2017	2018	2019	2020	2021
Secondary Fires	215	224	274	136	137	178
Bonfires	21	19	43	89	95	53
False Alarm/Controlled Burning	85	134	165	45	167	22
Total	321	377	482	270	399	253

Figure 2. Table showing last six years mobilisation figures

4.2 Secondary fires increased by 41 (around 30%) this year compared to 2020.

4.3 The Bonfire category is bonfires ‘not under control and required extinguishment’. Compared to 2020, this has decreased by 42 (around 44%). Since 2020, WYFRS Control differentiate between secondary fires and Bonfire recording. This has led to more accurate reporting and recording.

4.4 Attendances to false alarms / controlled burning decreased 142 (around 87%) in 2021. In 2020 face to face prevention activity was impacted by Covid-19 restrictions. In 2021 prevention activity recommenced within local communities leading up to the bonfire period. This may have played a part in the decrease seen in this year’s figure.

4.5 Overall, there was a decrease of 146 (around 37%) in the total mobilisations.

4.6 Fire car analysis

Fire Car Location	5th Nov	6th Nov	Total
40 - Bradford	9	1	10
42 - FWG	10	2	12
46 - Keighley	3	0	3
32 - Killingbeck	5	0	5
25 - Hunslet	6	1	7
64 - Halifax	9	2	11
Total	42	6	48

Figure 3. Table showing incidents attended by the fire cars.

4.7 The risk controls in place throughout the bonfire period were to reduce incident attendance and therefore the potential for firefighter attack and was done by:

- Risk assessed call handling and challenging in Control.
- Mobilisation of a fire car.
- Normal fire appliance mobilisation with police resources if required.

4.8 The fire cars were an extremely vital resource, allowing front line appliances to stay available for other emergencies such as life risk, RTCs, property fires and other priority mobilisations. The chart below highlights the secondary fire assessments by the fire cars.

4.9 The fire cars attended 48 incidents compared to 114 in 2020, a 58% decrease.

4.10 In 83% of attendances, they did not require a fire appliance to extinguish the fire. Therefore, it prevented an appliance mobilising to 38 smaller incidents that having being risk assessed, didn't need extinguishing, allowing them to be available for priority calls.

There were 48 fire car mobilisations resulting in 10 appliance mobilisations.

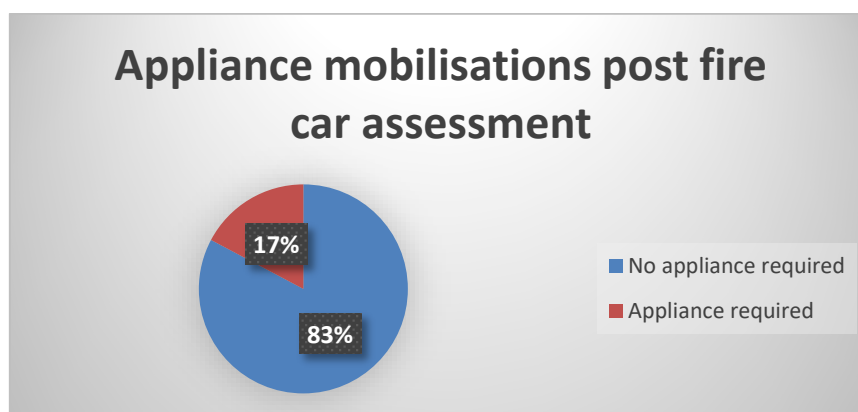


Figure 4. Pie chart showing that in 83% of attendances they did not require a fire appliance to extinguish the fire.

5 Firefighter/Emergency Service attacks

5.1 During the four days of bonfire period, there were 10 recorded attacks on fire vehicles / firefighters in 2021. 6 attacks occurred on 5th November over two districts. Most attacks involved fireworks thrown at crews whilst dealing with incidents, no firefighters were injured in these attacks.

5.2 At one incident in Bradford, children waited in ambush for Blue Light Services, then attacked them when they arrived by throwing projectiles at vehicles.

5.3 Further to this, on the 5th November a Police Officer was struck with a stone whilst driving a Police vehicle in Bradford. The stone passed through the glass window striking the officer in the head. Injuries included concussion and minor cuts and abrasions, luckily, the officer is recovering well.

5.4 Chart showing three-year comparison of firefighter attacks over the four days of bonfire period.

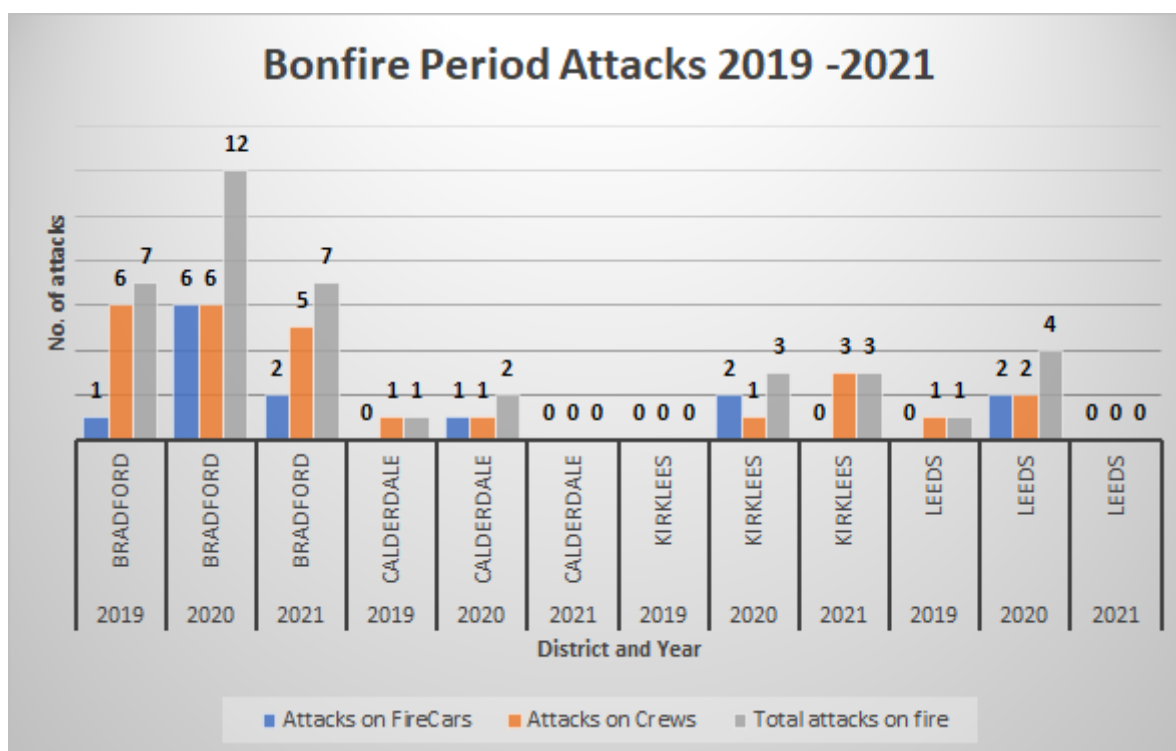


Figure 5 Bar chart showing numbers of attacks on WYFRS resources across districts, between 2019 and 2021. No attacks have been recorded in Wakefield District.

5.5 In total 2 attacks affected the 'fire cars'. These vehicles were unmarked fire service vehicles with police in them. In previous years, we have used WYP vehicles as 'fire cars'. Preliminary feedback from our staff suggests that they preferred unmarked WYFRS cars and felt safer responding in this way. In relation to 2020 where liveried Police vehicles were used, there was a decrease of 9 attacks.

Year	Fire Car Mobilisations	Number of attacks	% Percentage attacked
2019	68	4	5.8%
2020	114	11	10.0%
2021	48	2	4.0%

Figure 6. Table showing fire cars mobilisation and number of attacks over three years

5.6 Over the Halloween period, WYFRS did not plan for any additional resources as in previous years. This was based on the outcome of ASB reduction initiatives through multi-agency working across West Yorkshire and intelligence sharing with WYP.

6 Financial Implications

6.1 The planning and debriefing of this operation are undertaken as business as usual by the WYFRS Operational Support Team(s). The following is a summary of the additional resources deployed in conjunction with the WY Police District and Force plans.

- Friday 5th November - 6 x Fire cars and on-call resources.
- Saturday 6th November - 6 x Fire cars and on-call resources.
- Additional WYFRS Command Officers in Fire Control, 5 district SORs and WYP HQ.

6.2 The total cost for the additional WYFRS staff across the bonfire response is projected to be £12,200. In 2020 the total cost was £26,320. This is a significant decrease of around 54%.

7 Legal Implications

7.1 The Monitoring Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by Members for legal advice made at the meeting.

8 Human Resource and Diversity Implications

8.1 An Equality Impact Assessment was conducted in October 2018 which highlighted the potential implications on community relations and partner organisations. This EIA has undergone a 3-yearly review prior to 5th November 2021. The Community Engagement Strategy is finalised and in place with initiatives and projects happening across the organisation. These have been affected by the pandemic; however crews and prevention staff continued to support their communities and partner organisations appropriately and safely.

9 Equality Impact Assessment

9.1 The EIA is available on request from the report author or from diversity.inclusion@westyorksfire.gov.uk

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorkshire.gov.uk))	Yes
Date EIA Completed	23/7/2021
Date EIA Approved	3/11/2021

10 Health, Safety and Wellbeing Implications

- 10.1 The main aim of the response plan is to ensure firefighter and public safety. As in previous years, we continually look to learn from events and work with our partners to reduce further still the risk of injury to firefighters or the public.

11 Environmental Implications

- 11.1 This year fewer vehicles were used within the plan and for the response. The impact from this is fuel efficiency savings and CO₂ reductions.

12 Your Fire and Rescue Service Priorities

- 12.1 The bonfire response plan underpins the aim and guiding principles and priorities of WYFRS.
- We will reduce the risks to the communities of West Yorkshire.
 - We will continue to develop ways of working which improve the safety and effectiveness of our firefighters.
 - We will be innovative and work smarter throughout the service.
 - We will invest in information and communication technology, digital and data, to deliver our service in smarter ways.
 - We will support, develop and enable our people to be at their best.

13 Conclusions

- 13.1 The bonfire period is always a challenging time. With a combination of effective prevention work, close working with partner agencies, and resilient briefed and prepared operational staff, we continue to strive to make our staff and the communities of West Yorkshire safer.
- 13.2 A lasting impact of COVID-19 this year saw the reduction of diversionary activities hosted by third sector partners, such as organised bonfires. In previous years this provided avenues for community engagement during response. Looking forward to next year, these types of activities should be supported and encouraged to assist in the reduction of ASB.
- 13.3 The attacks towards WYFRS resources and personnel remained the same as in 2020, which was 10 attacks. There were no firefighter injuries. Collaborative working with WYP, particularly in Bradford, prevented a repeat of the numbers of firefighter attacks that occurred previously. Feedback from our police partners is that the plan was well prepared and executed.
- 13.4 Overall, there was a decrease of 146 mobilisations (around 37%). We attended 253 incidents compared to 399 last year. 999 call challenge in fire control, the use of fire

cars and the fire tactical command structure allowed a risk assessed approach to attending secondary fires/bonfire incidents: therefore, reducing the risk to firefighters and the number of mobilisations.

- 13.5 Moving forward, WYFRS will be working with WYP and the Criminal Justice System where prosecutions can be made on attacks against firefighters. This supports the Assaults on Emergency Workers (offences) Act 2018. WYFRS and WYP are following up on all logged incidents of attacks on firefighters using the Criminal Justice System.

14 **Appendix - Firefighter attacks**

Bradford:

1. 04/11/2021, 22:05

Location: Rochester Street, Bradford Moor Ward.

Details: "Bin on fire, extinguished using hose reel. Large crowd in attendance, no trouble at scene. However, appliance hit with missile while returning to station. No injuries, appliance availability unaffected."

2. 05/11/2021, 19:29

Location: Recreation ground at St. Michael's Road, White Abbey Road, Manningham Ward.

Details: "At the request of fire car we dampened down edges of bonfire. After leaving the incident and turning on to Green Lane, there were several youths walking along the path. One youth lit and threw a firework at the appliance. No damage caused."

3. 05/11/2021, 19:32

Location: Aireville Road, Heaton Ward.

Details: "Crew attacked with missiles. Withdrawing".

4. 05/11/2021, 19:27

Location: Land South of 50 Dirkhill Street, City Ward.

Details: "fire allowed to burn. Crews came under attack from fireworks whilst on scene."

5. 05/11/2021, 21:35

Location: Dirkhill Street, City Ward.

Details: "Fire car 40 attacked by firework".

6. 05/11/2021, 22:56

Location: 36 Winstone Terrace, City Ward.

Details: "Fireworks thrown at Firefighters and police. No injuries or damage to any persons or vehicle".

7. 05/11/2021, 23:12

Location: 58 Leeds Old Road, Bradford. Ward: Bradford Moor.

Details: "Fire Car 40 was targeted prior to the arrival of 4002. Police cleared the area before fire was extinguished".

Kirklees:

8. 05/11/2021, 21:30

Location: Yewshill Road and Rashcliffe Hill, Newsome Ward.

Details: "Crew attacked with fireworks. Tensions were high in the area. Police and Fire service attacked on scene and leaving scene with fireworks. No reported injuries to FFs and no damage to appliance".

9. 06/11/2021, 19:54

Location: Ashbrow School, Ashbrow Ward.

Details: "This was uncontrolled burning on scrubland in between the school and Crest Hill Road. Lit by a family from Crest Hill Road. They were not happy about WYFRS putting the fire out. They were verbally threatening and intimidating at first, so the police were requested".

10. 07/11/2021, 22:15

Location: 141 Bradford Road, Fartown, Huddersfield, Greenhead Ward.

Details: "Bushes set on fire by occupants. Crews received threatening and verbal abuse upon arrival. Police informed and attended the scene. Warnings issued to occupants by police, which seemed to calm them down. No further incidents that evening."



OFFICIAL

Appointment of External Auditors from 2023/24

Full Authority

Date: 17 December 2021

Agenda Item:

12

Submitted By: Chief Finance and Procurement Officer

Purpose

This report informs the Committee of the process relating to the appointment of external auditor and asks the Committee to consider the options available and recommend the preferred option.

Recommendations

That members approve Option 1 for the appointment of external auditors from 2023/24.

Summary

In December 2016, Full Authority received a report regarding the appointment of external auditors for a period of five years from 1st April 2018. This contract will be coming to an end on 31st March 2023 and arrangements for the provision of external audit will need to be agreed.
This report summarises the options available for external audit provision.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Alison Wood
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Background papers open to inspection: None

Annexes: None

1 Introduction

- 1.1 In December 2016, Full Authority received a report regarding the appointment of external auditors for a period of five years from 1st April 2018. This contract will be coming to an end on 31st March 2023 and arrangements for the provision of external audit will need to be agreed.
- 1.2 The Local Audit and Accountability Act 2014 brought to close the Audit Commission and established transitional arrangements for the appointment of external auditors and the setting of audit fees for all local government and NHS bodies in England.
- 1.3 At the end of the transitional arrangements, public bodies were asked to specify their preferred method of appointing external auditors, and the Fire Authority selected appointment using a sector led body.
- 1.4 A sector led body has the opportunity to negotiate contracts with firms nationally, maximising the opportunity for the most economic and efficient approach for the procurement of external audit on behalf of the whole sector.
- 1.5 Public Sector Audit Appointments (PSAA), a sector led body set up by the Local Government Association, were selected by the Ministry of Housing, Communities and Local Government (MHCLG) to undertake the appointment of external auditors in this national scheme.

The scheme was designed to save time and resources for local government bodies and through collective procurement; a total of 480 bodies, 98% of those eligible to join signed up to the PSAA scheme.

- 1.6 The PSAA operates on a not-for-profit basis, if fees charged are not required to cover expected costs, these are returned to scheme members in the form of a refund. £5.6 m of surplus funds from the PSAA are to be returned to members following the audit of the 2020/21 accounts, which translates into a refund of £5,480 for West Yorkshire Fire. The PSAA made similar refunds of £5.6m in 2017 and £3.5m in 2019 which resulted in refunds of £5,360 and £3,360 respectively.
- 1.7 The authority's appointed external auditors from April 2018 have been Deloitte LLP for which the current fee for 2020/21 is £28k, for comparison the audit fee under the Audit Commission in 2011/12 was £80k, there has thus been savings in external audit costs following the abolition of the Audit Commission.

2 Information

Appointing Process from 2023/24

- 2.1 The Secretary of State has approved and confirmed that PSAA will continue in its role as the Appointing Person for eligible principal bodies for the period commencing April 2023. The relevant regulations require that, except for a body that is a corporate sole (e.g. a Police and Crime Commissioner), the decision to opt into the PSAA national scheme must be made by members of the authority as a whole rather than a sub-committee. To become an opted-in authority, the form of acceptance notice has to be completed and returned to the PSAA by 11th March 2022.

- 2.2 The PSAA scheme aims to secure the delivery of an audit service of the required quality for every opted in body at a realistic market price and to support the drive towards a long-term competitive and more sustainable market for local public audit services.

PSAA plan to provide:

- Transparent and independent auditor appointments
- Ongoing management of any independence issues
- Proportionate PSAA costs and redistribution of any surpluses
- Independent scrutiny of every additional audit fee proposal
- Key updates to all Section 151 officer and Audit Committee Chairs
- Avoid the need to establish an auditor panel and undertake an auditor procurement

The proposed contract duration is five years, with an option to extend for a further one or two years with the supplier agreement using a single tender, restricted procedure. A dynamic purchasing system will be run in parallel to provide an option for some or all subsequent auditor appointments and there will be between seven and ten contract lots: sizes are to be determined but the largest being 20-25% of the market to reflect a balance of geography and blend of authority types.

Procurements will adopt 80% quality, 20% price weighting and attach a 4% evaluation to social value; in order to assess quality and support market sustainability.

- 2.3 The drive for audit quality, due to a series of financial crises and failures in the private sector in 2018, has resulted in auditors needing more assurance ultimately requiring additional work especially around property and pension valuations, which has driven higher audit fees.

Although fees have increased from 2018, the PSAA are concerned that some of the lowest fees may be insufficient to deliver a Code of Compliance audit. As such realistic fee levels are a vital requirement for supporting market sustainability and so they are considering introducing a minimum scale fee to ensure that actual costs are covered at all audits. It is anticipated that the introduction of a minimum fee would impact a relatively small number of audits.

2.4 **Options**

2.4.1 **Option One**

Due to the benefits of a national arrangement, procurement via PSAA is the recommended approach but there are two other options available to the authority:

2.4.2 **Option Two – To make a standalone appointment**

In order to make a standalone appointment the Authority will need to set up an Auditor Panel, this is a requirement under the Local Audit and Accountability Act 2014. The members of the panel must be wholly, or a majority of, independent members as defined by the Act. Independent members for this purpose are independent appointees, this includes current and former elected members (or officers) and their close families and friends.

Advantages/Benefits

Setting up an auditor panel allows the Authority to take maximum advantage of the new local appointment regime and have local input into the decision, although this local input will be independent of the Authority.

Disadvantages/Risks

The recruitment and servicing of the Auditor Panel, running the procurement exercise and negotiating the contract was estimated by the LGA in 2016 to be in the order of £15,000 plus on-going expenses and allowances, this cost is likely to be higher in 2023.

The Authority will not be able to take advantage of reduced fees that may be available through joint or national procurement. Audit firms are more likely to make the decision to bid for larger, long-term contracts which offer more income streams, rather than bidding for a multitude of individual contracts. Thus, the authority may struggle to appoint suitable external auditors offering the best value.

The assessment of bids and decisions on awarding contracts will be taken by independent appointees and not solely by elected members.

Difficulty in attracting suitably qualified independent members for the panel and maintaining their competence.

2.4.3 Option Three – Set up a Joint Auditor Panel or local joint procurement arrangements

The Act enables the Authority to join with other authorities or establish a joint auditor panel. Again, this will need to be constituted of wholly, or a majority of, independent appointees (members). Legal advice would be required on the exact constitution of such a panel having regard to the obligations of each Authority under the Act. The Chief Finance and Procurement Officer has already had initial discussions with her counterparts from West Yorkshire Police, other West Yorkshire councils and other fire and rescue services about the appetite for a joint procurement but the consensus is that continuation with the PSAA is the preferred option.

Advantages/Benefits

The costs of setting up the panel, running the procurement exercise and negotiating the contract will be shared across several organisations.

There is a greater opportunity for negotiating some economies of scale by being able to offer a larger combined contract to prospective suppliers.

Disadvantages/Risks

Depending on the constitution agreed with the other organisations involved, the opportunity for local input to the decision-making body will be limited and may compromise on the contract arrangements.

The choice of auditor could be complicated where individual Authorities have independence issues. An independence issue occurs where the auditor has recently, or is currently, carrying out work such as consultancy or advisory work for the authority. Where this occurs, some auditors' may be prevented from being appointed by their terms of their

professional standards. There is thus a risk that if the joint auditor panel choose a firm that is conflicted with this authority, the authority will be required to make a separate appointment. Thus, losing the economies of scale and incurring costs outlined in option one.

3 Financial Implications

As explained in the main body of the report, due to the additional reporting requirements and assurance from external auditors, it is expected that the scale of fees will be increased.

Opting into a national Sector Led Body provides maximum opportunity to limit the extent of any increases by entering into a large-scale collective procurement arrangement and would remove the costs of establishing an auditor panel.

There will be no fee to join the sector led arrangements, the audit fees that opted-in bodies will be charged by the sector led body will cover the costs of appointing auditors. The Local Government Association believes that audit fees achieved through block contracts will be lower than the costs that individual authorities will be able to negotiate. In addition, by using the Sector Led Body, authorities would avoid the procurement process and the legal requirement to set up a panel of independent members.

4 Legal Implications

- 4.1 The Monitoring Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by Members for legal advice made at the meeting.

5 Human Resource and Diversity Implications

- 5.1 There are no human resource and diversity implications associated with this report.

6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorksfire.gov.uk))	Yes / No
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7 Health, Safety and Wellbeing Implications

- 7.1 There are no health, safety and wellbeing implications associated with this report

8 Environmental Implications

8.1 There are no environmental implications associated with this report.

9 Your Fire and Rescue Service Priorities

9.1 Good quality independent audit is the one of the cornerstones of public accountability, it gives assurance that taxpayers money has been well managed and properly expended. This principal underpins all of the your fire and rescue service priorities.

10 Conclusions

10.1 The Authority will need to take action to implement arrangements for the appointment of external auditors from April 2023. In order that more detailed proposals can be developed, the Authority is asked to consider the preferred approach.

10.2 As highlighted in the report, the sector led body, the PSAA offers best value and the least risk to the authority as the authority will be part of the national scheme. It is thus recommended that the authority approve Option one to be an opted-in authority for the appointment of external auditors from April 2023.



OFFICIAL

Calendar of meetings 2021 - 22 - amendment

Full Authority

Date: 17 December 2021

Agenda Item:

13

Submitted By: Jik Townson, Committee Services Manager

Purpose	To consider an amendment to the approved calendar of meetings for 2021 – 22.
Recommendations	That the revised calendar of meetings 2021 – 22 be approved as detailed in Annex A to the report.
Summary	The annual calendar of meetings was agreed at the February meeting of the Authority with an amendment approved at the meeting on 17 September. It is now proposed to revise the date of the Local Pension Board to 19 January 2022.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Jik Townson. Committee Services Clerk

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Background papers open to inspection: None

Annexes: Proposed calendar of meetings 2021 – 22

1 Introduction

- 1.1 The programme of meetings for the current municipal year was originally approved at the February 2021 meeting of the Full Authority with subsequent amendments approved on 24 June 2021 and 17 September 2021.
- 1.2 A further amendment is now proposed in respect of the date of the Local Pension Board.

2 Information

- 2.1 The 2022 dates of the meetings of the Local Pension Board were agreed at the meeting of the Full Authority on 25 February 2021. In accordance with the Terms of Reference the Local Pension Board is required to hold a minimum of 2 meetings in each municipal year.
- 2.2 Consideration has been given to the leaving date of the current WYFRS Pensions Manager whose last date in post is 24 January 2022. For business continuity purposes it would be preferable to hold the second meeting of the Pension Board whilst they are still in post.

3 Financial Implications

- 3.1 There are no direct financial implications arising from this report.

4 Legal Implications

- 4.1 The Monitoring Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by Members for legal advice made at the meeting.

5 Human Resource and Diversity Implications

- 5.1 There are no human resource and diversity implications arising directly from this report.

6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorksfire.gov.uk))	No
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7 Health, Safety and Wellbeing Implications

- 7.1 There are no health, safety and wellbeing implications arising directly from this report.

8 Environmental Implications

- 8.1 There are currently no environmental implications arising directly from this report.

9 Your Fire and Rescue Service Priorities

- 9.1 The proposed change to the programme of meetings reflects the Authority's priority as follows;

- work smarter throughout the service

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

PROGRAMME OF MEETINGS 2021 / 2022

FRIDAY 10.30AM HUMAN RESOURCES COMMITTEE	FRIDAY 11.30AM LOCAL PENSION BOARD	FRIDAY 10.30AM FINANCE & RESOURCES COMMITTEE	FRIDAY 10.30 AM AUDIT COMMITTEE	FRIDAY 10.30AM COMMUNITY SAFETY COMMITTEE	THURSDAY/FRIDAY 10.30AM AUTHORITY
9 July 2021	22 July 2021 Thursday	16 July 2021	30 July 2021	23 July 2021	17 September 2021 Friday
8 October 2021	-	15 October 2021	30 Sept 2021 22 October 2021	29 October 2021	17 December 2021 Friday
21 January 2022	19 January 2022 Wednesday 10:30	4 February 2022	28 January 2022	14 January 2022	24 February 2022 Thursday
25 March 2022	-	8 April 2022	22 April 2022	29 April 2022	30 June 2022 AGM Thurs