



# Minutes

## Full Authority

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Date: 30 June 2022

Time: 10:30

Venue: FSHQ

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Present: Cllrs Ahmed, Anderson, Downes, Farmer, Fazal, Hall, Harrand, Hussain, Illingworth, Keith, Kirton, O'Donovan, Pervaiz, Pollard, Renshaw, Shaheen, Tulley, Wood, Zaman

In Attendance: None

Apologies: Cllrs Almas, Midgley and Mohammed

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### 1 Appointment of Chair

#### RESOLVED

That Councillor Darren O'Donovan (Labour) be appointed as Chair of the Authority for the 2022 – 23 year.

### 2 Appointment of Vice chair

#### RESOLVED

That Councillor Steve Tulley (Labour) be appointed as Vice chair of the Authority for the 2022 – 23 year.

### 3 Membership of the Authority 2022 - 23

The Monitoring Officer submitted a report which confirmed the membership and political balance of the Authority for 2022 – 23 as notified by the five West Yorkshire District Council, noting a further amendment since the circulation of papers, of the appointment of Cllr Zaman. The changes to membership are as follows;

Bradford	Councillor Riaz Ahmed (Lib Dem) replacing Councillor Jeanette Sunderland (Lib Dem) and Councillor Ruth Wood (Labour) replacing Councillor Sarfraz Nazir (Labour)
Calderdale	Councillor Mohammed Shazad Fazal (Labour) replacing Councillor Susan Press (Labour)
Kirklees	Councillor Adam Zaman (Labour) replacing Councillor Cahal Burke (Lib Dem)
Leeds	Councillor Zara Hussain (Labour) replacing Councillor Andrew Hutchison (Morley Borough Independent)
Wakefield	Councillor Nick Farmer (Conservative) replacing Councillor Ian Sanders (Conservative) and Councillor Charlie Keith (Labour) replacing Councillor Lynne Whitehouse (Labour)

## RESOLVED

That the Authority membership for 2022 – 23 be noted.

## 4 Chair's announcements

Mike Wilkinson, the appointed Independent Member has come to the end of his term, serving the Fire Authority from 1<sup>st</sup> July 2012. The Chair presented a certificate of appreciation and plaque on behalf of the Fire Authority.

## 5 Admission of the public

### RESOLVED

That the public and press be excluded from the meeting during consideration of the items of business specified below as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information of the descriptions specified.

AGENDA ITEM NO.	TITLE OF REPORT	MINUTE NUMBER (to be added)	Description of exempt information by reference to the paragraph number in Schedule 12a of the Local Government Act 1972
E24	Presentation on Pay Strategy	24	Paragraph 4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations

## 6 Urgent items

None.

## 7 Declarations of interest

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

## 8 Committee membership 2021 – 22

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

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

### RESOLVED

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

<b>Ordinary seats</b>	<b>45</b>
Labour	29
Conservative	12
Liberal Democrat	4

and;

That the allocation of committee memberships and substitute memberships for 2022 – 23 be approved as detailed at Annex A to these Minutes;

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

<b>Committee</b>	<b>Chair Councillor</b>	<b>Vice chair Councillor</b>
Executive	O'Donovan	Tulley
Audit Committee	Renshaw	Illingworth
Community Safety Committee	Almas	Pervaiz
Finance and Resources Committee	Tulley	Mohammed
Human Resources Committee	Shaheen	Midgley

and;

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

## **9 Nomination of Members to answer questions at meetings of constituent authorities and of District Community Safety lead representatives 2022 – 23**

### **RESOLVED**

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

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

and;

- b) That the Members approved at a) above be approved as District Community Safety Lead representatives in their respective Districts 2022 - 23.

## **10 Appointment of Member Champions 2022 – 23**

Consideration was given to a report of the Monitoring Officer which sought the appointment of relevant Member champions for 2022 – 23.

### **RESOLVED**

That Councillor D O'Donovan be appointed Member champion for mental health and Councillor G Almas be appointed Member champion for diversity and inclusion for 2022 – 23.

## **11 Representation on Outside Bodies 2022 – 23**

Members considered the appointment of representatives to serve on the Local Government Association and other outside bodies for the year 2022 – 23.

### **RESOLVED**

That the following appointments be made for 2022 – 23;

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

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

Yorkshire and Humber (Local Authorities) Employers' Association

- Councillor F Shaheen (or her nominee)

Yorkshire Purchasing Organisation Management Committee

- Councillor S Tulley (or his nominee)

West Yorkshire Police and Crime Commissioner's Partnership Executive Group

- Chair (or his nominee)

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

## **12 Minutes of the last meeting**

### **RESOLVED**

That the Minutes of the last meeting held on 24 February 2022 be signed by the Chair as a correct record.

## **13 Matters arising**

There were no matters arising from the previous Minutes.

## **14 Minutes of Committees held since 24 February 2022 and of other relevant outside bodies**

### **RESOLVED**

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

## **15 Performance Management Report**

Consideration was given to a report of the Chief Employment Services Officer which advised of the Authority's performance against key performance indicators for the period 1 April 2021 – 31 March 2022.

For the understanding of new members, clarification was provided defining an operational risk visit and a safe and well visit.

As part of agenda item 15, amended operational risk visit figures were tabled at the meeting, the end-of-year Performance Monitoring Report was also provided as an additional paper.

Members commented on the following issues;

- Contributory factors to the increase in secondary arson fires.
- Measures taken in conjunction with waste management sites to control the recycling of lithium-ion batteries.
- The progress of action taken against those involved with the deliberate arson of Dalton Mills is ongoing.
- There are no reports of overnight hospital stays resulting from attacks on firefighters
- Ongoing investigation of the deliberate Sunbridge Road fire

- It was questioned why a South Yorkshire pump was mobilised for was Keighley fire
- Operational complaints were clarified, and examples given, a detailed log is available to members on request.

## **RESOLVED**

That the report be noted

## **16 Customer Service Excellence 2022**

Members received a report which provided an update on the Customer Service Excellence assessment 2022.

It was reported that the Authority had attained the Customer Service Excellence standard with full compliance against all 57 elements including 29 Compliance Plus awards.

Members acknowledged the continuous improvement that was being made across all customer service areas and celebrated the service response during the period of the pandemic, providing overall confidence to the community; members acknowledged the report as a good news story.

## **RESOLVED**

That the report be noted.

## **17 Corporate Health report 2021 – 22**

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

- compliments and complaints (172 compliments and 40 complaints)
- performance against various corporate health indicators
- customer service excellence (full compliance in all criteria)
- complaints to the ombudsman (nil return), and
- whistleblowing complaints (nil return)

Members commented on the following issues;

- A register of complaints is available for members on request.
- It was noted on page 155 that an additional sickness report was to be provided to members indicating the levels of Covid-19 sickness from normal sickness figures.

## **RESOLVED**

That the report be noted

## **18 Calendar of Meetings 2022 – 23**

Consideration was given to a report which sought approval for an amendment to the approved programme of meetings for 2022 – 23

## **RESOLVED**

That the programme of meetings 2022 – 23 be amended as detailed in the report now submitted.

## **19 Appointment of Independent Person**

Members received a report of the Director of Corporate Services recommending the appointment of a new Independent Member as the term of office for the current Independent Member expires on 30 June 2022.

## **RESOLVED**

That Ishaq Mahmood be appointed as Independent Member for a term of 2 years from 1 July 2022 to 30 June 2024

## **20 CRMP – Outcome of Consultation**

The Director of Service Support submitted a report presenting the outcome of the formal consultation process in relation to the draft Community Risk Management Programme (CRMP) “Your Fire and Rescue Service 2022- 2025”

Members were advised that following the evaluation of the feedback received from the ten week public consultation minor amendments to the wording of the strategic priorities had been made to the CRMP document which was presented to the Fire Authority on 24 February 2022.

Members noted the positive feedback from the consultation process and suggested that the accessibility of the document be reviewed particularly the text colour and background. Members approved the amended document prior to publication in July 2022.

## **RESOLVED**

That the CRMP Your Fire and Rescue 2022-2025 as detailed in the annex to the report now submitted be approved for publication in July 2022

## **21 Improving the Flexibility Resilience and Efficiency of Staffing on Wholetime Fire Stations**

The Director of Service Support submitted a report presenting the business case to improve the Flexibility, Resilience and Staffing on Wholetime Fire Stations. Members were advised how the 34 new posts which were approved at the meeting of the Full Authority on 24 February 2022, will be deployed.

Members thanked the team for such a detailed report and the following matters were discussed:

- Levels of risk and protection to firefighters directly affected by the changes
- Clarification of the impact on retained stations
- The management and flexibility of the new process
- Clarification required to figures represented on page 167 of the board report

## **RESOLVED**

That the Business Case as detailed in the annex to the report now submitted be approved for implementation.

## **22 Programme of Change 2021-22 update**

The Director of Service Support submitted a report updating members of the progress in relation to the Programme of Change 2021-22.

Members commented on the following issues:

- The leadership strategy is under review, in order to align the programme with national requirements
- Tablets used to aid mobile working will be made more accessible for greater use and efficiency
- The specification of the appliance design focuses on contaminants, highlighting the requirement for a 'clean cab' policy

### **RESOLVED**

That the report be noted.

## **23 Contract Procedure Rules**

Members received a report of the Director of Corporate Services recommending proposed changes to Contract Procedure Rules (CPR) following an annual review.

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

Members requested that the document acknowledges that the Fire Authority will not enter into any contract supporting the use of offshore tax haven accounts.

### **RESOLVED**

That the amendments to CPR as detailed in the annex to the report now submitted be approved and the Constitution be updated accordingly.

## **24 Pay Strategy Presentation**

(This item was considered exempt information under Schedule 12A (4) of the Local Government Act 1972 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations)

Members received a presentation of the Chief Employment and Services Officer detailing the Pay Strategy for 2022-23