

OFFICIAL

Agenda item: 03

Membership of The Authority 2024/25

Full Authority

Date:	27 June 2024
Submitted by:	Director of Corporate Services
Purpose:	To advise of a change in membership of the Authority for 2024/25.
Recommendations:	That the report be noted.
Summary:	The five constituent District Councils appoint Members to the Fire and Rescue Authority on an annual basis at their respective Annual General Meeting. This report advises of the changes to the Fire Authority membership for 2024/25.

Local Government (Access to information) Act 1972

Exemption Category:	None
Contact Officer:	Jik Townson, Committee Services and Governance Officer Jik.Townson@Westyorkshire.gov.uk 01274 682311 X 671340
Background papers open to inspection:	None
Annexes:	None

1. Introduction

1.1 The District Councils have notified the Authority of the following changes in Members:

Bradford	Cllr Taj Salam (Bradford Independent Group) replaces Cllr Nusrat Mohammed (Labour)
Calderdale	Cllr Israr Ahmed (Labour) replaces Cllr Mohammed Shazad Fazal (Labour), and Cllr Regan Dickenson (Conservative) replaces Cllr David Kirton (Conservative)
Kirklees	Cllr Beverley Addy (Labour) replaces Cllr Tyler Hawkins (Labour) and Cllr Cahal Burke (Liberal Democrat) replaces Cllr Habiban Zaman (Labour)
Leeds	Cllr Ali Asgar (Labour) replaces Cllr Gohar Almas, Cllr Karen Bruce (Labour) replaces Cllr Zara Hussain (Labour), Cllr Lyn Buckley (Conservative) replaces Cllr Caroline Anderson (Conservative), Cllr Ed Carlisle (Green Party) replaces Cllr Andrew Hutchison (Morley Borough Independent), Cllr Tom Hinchcliffe (Labour) replaces Cllr Jordan Bowden (Labour), and Cllr Andy Parnham (Labour) replaces Cllr John Garvani (Labour)
Wakefield	Cllr Jordan Bryan (Labour) replaces Cllr Nick Farmer (Conservative)

2. Information

2.1 As at 27 June 2024, membership of the Authority will be as follows:

Bradford (5)

Councillor	Group
Cllr Mike Pollard	Conservative
Cllr Taj Salam	Bradford Independent Group

Cllr Fozia Shaheen	Labour
Cllr Ursula Sutcliffe	Labour
Cllr Ruth Wood	Labour

Calderdale (2)

Councillor	Group
Cllr Israr Ahmed	Labour
Cllr Regan Dickenson	Conservative

Kirklees (4)

Councillor	Group
Cllr Beverley Addy	Labour
Cllr Cahal Burke	Liberal Democrats
Cllr David Hall	Conservative
Cllr Darren O'Donovan	Labour

Leeds (8)

Councillor	Group
Cllr Asghar Ali	Labour
Cllr Karen Bruce	Labour
Cllr Lyn Buckley	Conservative
Cllr Ed Carlisle	Green
Cllr Ryk Downes	Liberal Democrat
Cllr Tom Hinchcliffe	Labour
Cllr Andy Parnham	Labour
Cllr Karen Renshaw	Labour

Wakefield (3)

Councillor	Group
Cllr Jordan Bryan	Labour
Cllr Charlie Keith	Labour
Cllr Steve Tulley	Labour

2.2 For the information of Members, the political composition of the Authority is as follows:

Labour (13)	Conservative (4)	Liberal Democrat (2)	Green (2)	Bradford Independent Group (1)
Cllr Beverley Addy	Cllr Lyn Buckley	Cllr Ryk Downes	Cllr Ed Carlisle	Cllr Taj Salam
Cllr Israr Ahmed	Cllr Regan Dickenson	Cllr Cahal Burke	Cllr Ursula Sutcliffe	
Cllr Ali Asghar	Cllr David Hall			
Cllr Karen Bruce	Cllr Mike Pollard			
Cllr Jordan Bryan				
Cllr Tom Hinchcliffe				
Cllr Charlie Keith				
Cllr Darren O'Donovan				
Cllr Andy Parnham				
Cllr Karen Renshaw				
Cllr Fozia Shaheen				
Cllr Steve Tulley				
Cllr Ruth Wood				

3. Financial Implications

3.1 There are no financial implications arising from this report.

4. Legal Implications

4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution.

5. Human Resource and Diversity Implications

5.1 There are no Human Resource and Diversity implications arising from this report

6. Equality Impact Assessment

6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? No

7. Health, Safety and Wellbeing Implications

7.1 There are no Health, Safety and Wellbeing implications arising from this report

8. Environmental Implications

8.1 There are no Environmental implications arising from this report

9. Your Fire and Rescue Service Priorities

9.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below:

- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Provide ethical governance and value for money.
- Collaborate with partners to improve all of our services.
- Work in a sustainable and environmentally friendly way.
- Achieve a more inclusive workforce, which reflects the diverse communities we serve.
- Continuously improve using digital and data platforms to innovate and work smarter.

DRAFT

EXCLUSION OF THE PUBLIC - SECTION 100A LOCAL GOVERNMENT ACT 1972

RESOLVED : That the public be excluded from the meeting during the item of business specified below as it is 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 this time, there would be disclosure to them of exempt information of the description respectively 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

Disclosure of Disclosable Pecuniary Interests (DPI's)

- 1 Members present at the meeting who are aware that they have a DPI in a matter being considered must disclose the details of that DPI to the meeting unless it is already recorded on the Authority Members DPI Register.
- 2 Any Member with a DPI may not participate in any discussion or vote and under Authority Standing Orders is required to leave the meeting during any discussion or vote unless they have been granted a dispensation from exclusion from the meeting by the Executive Committee or in certain circumstances by the Monitoring Officer before any consideration of the item by the committee starts.

Footnote:

- (1) Members are referred to the Authority Constitution and to the provisions of sections 30-34 of the Localism Act 2011 and to the statutory regulations made thereunder which define the meaning of a DPI.
- (2) Members are reminded of the potential criminal sanctions and disqualification provisions under Section 34 of the Act applicable to breaches of disclosure and non-participation requirements.
- (3) A Member with a sensitive DPI need not disclose the details of that interest with the Monitoring Officers agreement but must still disclose the existence of a DPI and must withdraw from the meeting.

Application for dispensation to vote

Attached is a blank "application for dispensation" form which Members of the Committee may use to seek the grant of an individual dispensation on any item on the agenda.

Where possible, the completed form should be returned to the Monitoring Officer in advance of the meeting so that he can consider whether a dispensation should be granted. Block dispensations affecting a significant number of Members will be referred to the Executive Committee for approval, if time permits.

West Yorkshire Fire and Rescue Authority

Sections 31 and 33 Localism Act 2011

Member Participation & Voting Dispensation Request

Section for completion by Member

Name of Member:

Correspondence/ email address:

Dispensation applied for: (1) Participation (2) Voting (3) Both

Details of Meeting/agenda Item:

Full details of why you are applying for a dispensation:

Signed:

Dated:

Please send your application to the Monitoring Officer at Fire & Rescue Service
Headquarters Birkenshaw BD11 2DY – martin.mccarthy@westyorksfire.gov.uk

Section for completion by Monitoring Officer:

No in Register:

Received on:

Granted/ Refused

Reasons for refusal / Statutory Grounds relied upon for grant:

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Agenda item: 08

Committee Membership 2024/25

Full Authority

Date: 27 June 2024

Submitted by: Director of Corporate Services

Purpose: To note the current political balance of the Authority and to make appointments of Members (substantive and substitutes) to the ordinary committees in accordance with the political balance requirements and principles set out in Sections 15 and 16 of the Local Government and Housing Act 1989 and to the Local Pension Board for 2023 – 24.

That the Authority makes appointments to the positions of Chairs and Vice Chairs of the ordinary committees.

That the Authority make appointments to the pre-meeting briefing groups which are chaired by the respective committee chairs

Recommendations: That the report be noted and the committee allocations and appointment(s) to committee(s) and briefing groups be approved.

Summary: This report contains proposals for the Annual General Meeting appointment of Members to Committees in accordance with the legislative requirements on political balance, for the appointment of Members to pre-meeting briefing groups and, for appointment of Committee Chairs and Vice chairs

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Jik Townson, Committee Services and Governance Officer

Jik.Townson@Westyorksfire.gov.uk

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Background papers open to inspection: None

Annexes: Committee Membership 2024/25

1. Introduction

1.1 The current political balance of the Authority is as follows:

Total Number of Members: 22

Political Groups:

Labour	13
Conservative	4
Liberal Democrat	2
Green	2
Bradford Independent Group	1

1.2 The total number of ordinary committee seats is 45:

Executive Committee	6
Audit Committee	6
Community Safety Committee	11
Finance and Resources Committee	11
People and Culture Committee	11

1.3 The 45 committee seats should be distributed in accordance with the following share allocation:

Labour	27
Conservative	8
Liberal Democrat	4
Green	4
Bradford Independent Group	2

1.4 The Local Pension Board has three Scheme Manager representatives (two of which are elected Members) and, due to the size of the Board, it is not required to be politically balanced. Appointments to the Board in 2023 – 24 were made on the following basis:

Labour	1
Conservative	1

- 1.5 The 45-seat ordinary committee structure (excluding the Local Pension Board) should then be allocated proportionally between Committees to allow the appointment of substantive and substitute members as detailed overleaf:

Committee	Labour Group	Conservative Group	Liberal Democrat Group	Green Group	Bradford Independent Group
Executive Committee (6)					
Audit Committee (6)					
Community Safety Committee (11)					
Finance and Resources Committee (11)					
People and Culture Committee (11)					
Total					

- 1.6 Appointment of Chairs and Vice Chairs:

Executive Committee	Chair	Vice Chair
Audit Committee	Chair	Vice Chair
Community Safety Committee	Chair	Vice Chair
Finance and Resources Committee	Chair	Vice Chair
People and Culture Committee	Chair	Vice Chair

- 1.7 It is recommended that the Authority continues to authorise any member of each political group who is not a substantive member of a specific Committee to act as a substitute for any other group member who is a substantive member of that Committee. Appointment of substitutes would continue to need to be certified by the group prior to the start of a meeting by notification to the Committee Services and Governance Officer.
- 1.8 The Authority has for many years operated a system of multi-party non-executive group briefing meetings prior to substantive Committee meetings. They comprise the Chair and Vice Chair of the Committee plus 1 Member from the “opposition” Group. Nomination of ‘opposition’ Members need to be made for this purpose.

2. Information

- 2.1 Committee Cycles - Committees meet four times per year, with the exception of The Executive Committee which will be scheduled to meet only if required for those matters which will not admit of delay.

3. Financial Implications

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

4. Legal Implications

- 4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority’s Constitution.

5. Human Resource and Diversity Implications

- 5.1 There are no Human Resource and Diversity implications arising from this report

6. Equality Impact Assessment

- 6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? No

7. Health, Safety and Wellbeing Implications

- 7.1 There are no Health, Safety and Wellbeing implications arising from this report

8. Environmental Implications

- 8.1 There are no Environmental implications arising from this report

9. Your Fire and Rescue Service Priorities

9.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below:

- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Provide ethical governance and value for money.
- Collaborate with partners to improve all of our services.
- Work in a sustainable and environmentally friendly way.
- Achieve a more inclusive workforce, which reflects the diverse communities we serve.
- Continuously improve using digital and data platforms to innovate and work smarter.

10. Conclusions

10.1 That committee membership for 2024/25 is approved.

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Agenda item: 09

Nominations of Members to answer questions at meetings of constituent authorities and of District Community Safety Leader Representatives 2024/25

Full Authority

Date: 27 June 2024

Submitted by: Director of Corporate Services

Purpose: To consider the nominations of Members to answer questions at meetings of constituent authorities and of District Community Safety Lead Representatives

Recommendations: That nomination of Members be made as required by the Local Government Act 1985 for the purpose of answering questions at meetings of constituent Councils and as Authority representatives for Community Safety in each District for the year 2024/25.

Summary: It is a requirement of the Local Government Act 1985 that appointments be made for the purpose of answering questions at meetings of the Authority's constituent councils. Since 2011, the Authority has also appointed named Members to act as Lead Members for Community Safety purposes in each District.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Jik Townson, Committee Services and Governance Officer
Jik.Townson@Westyorksfire.gov.uk 01274 682311 X 671340

Background papers open to inspection: None

Annexes: None

1. Introduction

- 1.1 Under the Local Government Act 1985 the Authority is required to nominate a Member from each constituent Council on the Authority to answer questions within the Council on the discharge of functions etc by the West Yorkshire Fire and Rescue Authority (WYFRA).
- 1.2 Since 2011 WYFRA has also approved the nomination of the same Members to act as Community Safety lead in each District.

2. Information

- 2.1 At the Annual Meeting in June 2023 the following Members were nominated to answer such questions and act as District Community Safety lead Members for the municipal year 2023/24:

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

*no longer a member

This report invites consideration of a similar appointments in 2024/25 and any other relevant areas which Members deem appropriate.

3. Financial Implications

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

4. Legal Implications

- 4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution.

5. Human Resource and Diversity Implications

- 5.1 There are no Human Resource and Diversity implications arising from this report

6. Equality Impact Assessment

6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? No

7. Health, Safety and Wellbeing Implications

7.1 There are no Health, Safety and Wellbeing implications arising from this report

8. Environmental Implications

8.1 There are no Environmental implications arising from this report

9. Your Fire and Rescue Service Priorities

9.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below:

- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Provide ethical governance and value for money.
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Agenda item: 10

Appointment of Member Champions 2024/25

Full Authority

Date: 27 June 2024

Submitted by: Director of Corporate Services

Purpose: To consider the appointment of Member Champions for 2024/25.

Recommendations: That consideration is given to the appointment of Member Champions for 2024/25.

Summary: Since 2015 – 16 the Authority has appointed a Member Champion for Mental Health on an annual basis. A Member Champion appointment was also made in 2020 for Diversity and Inclusion.

This report invites Members to consider appointing to these posts and any other relevant areas as appropriate.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Jik Townson, Committee Services and Governance Officer
Jik.Townson@Westyorksfire.gov.uk 01274 682311 X 671340

Background papers open to inspection: None

Annexes: None

1. Introduction

1.1 Member champion appointments were made in June 2023 as follows:

Member Champion for Mental Health	Cllr Darren O'Donovan
Member Champion for Diversity and Inclusion	Cllr Gohar Almas*

*no longer a member

2. Information

2.1 This report invites consideration of a similar appointments in 2024/25 and any other relevant areas which Members deem appropriate.

3. Financial Implications

3.1 There are no financial implications arising from this report.

4. Legal Implications

4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution.

5. Human Resource and Diversity Implications

5.1 There are no Human Resource and Diversity implications arising from this report

6. Equality Impact Assessment

6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? No

7. Health, Safety and Wellbeing Implications

7.1 There are no Health, Safety and Wellbeing implications arising from this report

8. Environmental Implications

8.1 There are no Environmental implications arising from this report

9. Your Fire and Rescue Service Priorities

9.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below:

- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Provide ethical governance and value for money.
- Collaborate with partners to improve all of our services.
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Agenda item: 11

Representation on Outside Bodies 2024/25

Full Authority

Date: 27 June 2024

Submitted by: Director of Corporate Services

Purpose: To make appointments to the Local Government Association and other outside bodies for the municipal year 2024/25.

Recommendations: That the Authority determines its appointment of representatives to the Local Government Association and other outside bodies as detailed in this report for 2024/25.

Summary: The Authority appoints Members annually to a number of outside bodies, including the Local Government Association.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Jik Townson, Committee Services and Governance Officer
Jik.Townson@Westyorksfire.gov.uk 01274 682311 X 671340

Background papers open to inspection: None

Annexes: None

1. Introduction

1.1 The Local Government Association and other outside bodies to which the Authority is entitled to make appointments together with details of the appointments for last year are set out below:

Body	Number of Seats	2023/24 Representatives
LGA General Assembly	4	Chair Councillors K Renshaw (Lab), S Tulley (Lab) and D Hall (Con) (or their nominees)
LGA Fire Commission	2	Chair Councillor D Hall (Con) (or their nominees) Councillor J Garvani (top-up member)*
Yorkshire and Humber Local Authorities' Employers' Association	1	Councillor F Shaheen (Lab) (in their role as chair of the Human Resources Committee) (or their nominee)
Yorkshire Purchasing Organisation Management Committee (non-voting Associate member)	1	Councillor S Tulley (Lab) (or his nominee)
West Yorkshire Police and Crime Commissioner's Partnership Executive Group	1	Chair (or his nominee)
Tri-Service Collaboration Board	1	Chair (or his nominee)

*no longer a member

2. Information

2.1 The Local Government Association (LGA) encourages a practice of appointing to LGA seats on a party-political proportionality basis but this is not a legal requirement under the 1989 Act and nor does such a requirement apply to bodies to which the Authority makes less than three appointments anyway. The LGA constitution permits national top-up appointments to ensure a political balance is achieved if this is necessary. Approval has previously been given and later confirmed in June 2013 that payment of LGA balancing / top-up Member expenses would be index linked and set by the Chief Finance and Procurement Officer. No requests for top-up appointments for 2024/25 have been made by the LGA at this stage.

- 2.2 The Authority should note that the LGA may appoint any of this Authority’s representatives to serve on its behalf on the various specialist national bodies such as the National Joint Council for Local Authorities’ Fire Brigades etc.
- 2.3 These bodies also organise seminars, conferences, courses etc from time to time relating to topics of interest to the Authority and the LGA and to which Members (additional to the nominated Members) might be invited to attend. In some instances, the LGA pays the relevant allowances and in other cases individual fire authorities are required to pay any associated costs.
- 2.4 In conclusion, the Authority is invited to determine its nominations for appointment to the above listed external bodies for the year 2024/25.

3. Financial Implications

- 3.1 The reimbursement of Member expenses incurred whilst attending formal business of an outside body detailed at 1.1 above will be met from within existing budgetary provision.

4. Legal Implications

- 4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority’s Constitution.

5. Human Resource and Diversity Implications

- 5.1 There are no Human Resource and Diversity implications arising from this report

6. Equality Impact Assessment

- 6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? No

7. Health, Safety and Wellbeing Implications

- 7.1 There are no Health, Safety and Wellbeing implications arising from this report

8. Environmental Implications

- 8.1 There are no Environmental implications arising from this report

9. Your Fire and Rescue Service Priorities

- 9.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below:

- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Provide ethical governance and value for money.
- Collaborate with partners to improve all of our services.
- Work in a sustainable and environmentally friendly way.
- Achieve a more inclusive workforce, which reflects the diverse communities we serve.
- Continuously improve using digital and data platforms to innovate and work smarter.

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Agenda item: 12

Appointment of Independent Person

Full Authority

Date: 27 June 2024

Submitted by: Director of Corporate Services

Purpose: To renew the appointment of an Independent Person pursuant to the requirements of the Localism Act 2011

Recommendations: That the reappointment of Ishaq Mahmood as the designated independent person, pursuant to the requirements of the Localism Act 2011, is approved for a further period of 2 years from 1 July 2024

Summary: The Localism Act 2011 requires the Authority to approve the appointment of an “Independent Person” who must be consulted before any findings are made or action taken against a Member of the Authority who is accused of contraventions of the Code of Conduct. Ishaq Mahmood, the current Independent Person has agreed to continue in post for a further term of 2 years, which must be approved by the Full Authority

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Jik Townson, Committee Services and Governance Officer
Jik.Townson@Westyorksfire.gov.uk 01274 682311 X 671340

Background papers open to inspection: None

Annexes: None

1. Introduction

- 1.1 Section 28 of the Localism Act 2011 requires the full Authority to approve the appointment of an “Independent Person” in connection with the determination of complaints against Members of the Authority who are accused of breaches of the Authority’s Code of Conduct.
- 1.2 The current Independent Person was originally appointed in June 2022 for a 2 year term of office which expires on 30 June 2024.

2. Information

- 2.1 Ishaq Mahmood, the current Independent Person, has agreed to continue in post for a further term of 2 years.

3. Financial Implications

- 3.1 The costs will be met from within the existing budget provisions.

4. Legal Implications

- 4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority’s Constitution.

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

- 6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance: No

7. Health, Safety and Wellbeing Implications

- 7.1 There are no health and safety 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 links with the Community Risk Management Plan 2022-25 strategic priorities below:

- Promote the health, safety, and wellbeing of all our people.
- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Provide ethical governance and value for money.
- Collaborate with partners to improve all of our services.
- Work in a sustainable and environmentally friendly way.
- Achieve a more inclusive workforce, which reflects the diverse communities we serve.
- Continuously improve using digital and data platforms to innovate and work smarter.

10. Conclusions

10.1 That Ishaq Mahmood be appointed as the “Independent Person” under the requirements of the Localism Act 2011 for a term of 2 years from 1st July 2024.

Minutes

Full Authority

Date: 29 February 2024

Time: 10:30

Venue: Dewsbury Town Hall

Present: Cllr D O'Donovan (in the chair), Cllrs Almas, Bowden, Downes, Farmer, Garvani, Hall, Hawkins, Hussain, Keith, Kirton, Mohammed, Pollard, Renshaw, Shaheen, Sutcliffe, Tulley and Wood

In Attendance:

Apologies: Cllrs Anderson, Fazal and Zaman

1 Chair's announcements

The chair announced that it was the final meeting of the WYFRA for the 2023/24 municipal year and thanked Members for their attendance commitment to the Authority over the preceding year. A certificate of long service was presented to Mr Ian Brandwood, the Chief Employment Services Officer who is due to retire on 31 May 2024.

2 Admission of the public

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

3 Urgent items

There were no urgent items.

4 Declarations of interest

There were no declarations of disclosable pecuniary interest in relation to any item of business on the agenda.

5 Minutes of meeting held on 15 December 2023

RESOLVED

That the Minutes of the last meeting held on 15 December 2023 be signed by the Chair as a correct record.

6 Matters arising

There were no matters arising

7 Minutes of Committees held since 15 December 2023 and of other relevant Outside Bodies

RESOLVED

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

8 Calendar of Meetings 2024/25

The Director of Corporate Services submitted a report which sought approval for the proposed programme of meetings for 2024 – 25.

RESOLVED

That the programme of meetings 2024 – 2025 be approved as detailed at Annex A to the report.

9 Pay Policy Statement 2024/25

The Chief Employment Services Officer submitted a report which had been produced in accordance with the provisions of the Localism Act 2011 and which sought approval for the Authority's Pay Policy Statement 2024 – 25.

Members requested and were provided with clarification of the total number of employees and the discretion of the Authority to augment membership of the Local Government Pension Scheme (LGPS). Members also noted that the increases in Firefighter salaries were not met by government funding.

RESOLVED

That the Pay Policy Statement 2024 – 25 be approved.

10 Treasury Management Strategy

The Chief Finance and Procurement Officer submitted a report which sought approval for the Treasury Management Strategy 2024 – 25.

Members sought and were given clarification of the additional voluntary revenue budget contributions being made to capital as detailed in appendix D to the report now submitted. Members also discussed the possible use of the voluntary contributions made now, towards statutory contributions required in the future which may not be affordable. The Chief Finance and Procurement Officer also explained that many of the major assets held by WYFRA are longer term assets, such as buildings and premises.

RESOLVED

That the following be approved;

- a) Treasury Management Practices outlined in the report
- b) the capital strategy outlined in the report
- c) the borrowing strategy outlined in the report
- d) the investment strategy outlined in the report and at Appendix B to the report.
- e) the policy for provision of repayment of debt outlined in Appendix D to the report
- d) the Treasury Management Prudential indicators in Appendix E to the report
- e) the Capital Plan 2024/25 – 2028/29 in Appendix F to the report

11 Capital Investment Plan/Revenue Budget and Medium-Term Financial Plan

Members considered a report of the Chief Finance and Procurement Officer which presented the details of the revenue budget for 2024/25 along with the four-year Medium-Term Financial Plan and Capital Programme. Included within the report were details of the Local Government Finance Settlement 2024/25, a standstill budget, a forecast funding position, and the reserves strategy.

Members thanked the Chief Finance and Procurement Officer for such an in-depth detailed report.

Members challenged the report author on the revenue contributions to capital.

Cllr Pollard moved an amendment to the budget to vire £30K from the contributions to capital to the Prince's Trust Youth Intervention work. The amendment was seconded by Cllr Hall. A recorded vote was requested on the amendment when the following results were recorded:

Councillors Farmer, Hall, Kirton and Pollard voted in favour of the amendment.

Councillors Almas, Bowden, Garvani, Hawkins, Hussain, Keith, Mohammed, O'Donovan, Renshaw, Shaheen, Tulley and Wood voted against the amendment.

Councillors Downes and Sutcliffe abstained.

The amendment was declared lost.

Members agreed that the proposal would be investigated and added to a future budget review so an appropriate amount could be calculated and awarded.

Members requested and were provided with clarification of the following:

- the net figure of the amendments to Government Grants received.
- a standstill budget as opposed to a revenue budget.
- scrutiny of budget growths.
- future recruitment, changes to establishment, governance of new posts.
- the Service Grant 2024/25.
- the Collection Fund.

Members noted that the proposed capital investments are in the best interest of Firefighters and that all equipment must be fit for the 21st century, which is difficult to plan when there is no certainty in funding.

Councillor O’Donovan proposed a precept increase as detailed in the report now submitted. The proposal was seconded by Councillor Tulley. A recorded vote was requested on the proposal when the following results were recorded:

Councillors Farmer, Hall, Kirton and Pollard voted against the precept increase

Councillors Almas, Bowden, Downes, Garvani, Hawkins, Hussain, Keith, Mohammed, O’Donovan, Renshaw, Shaheen, Sutcliffe, Tulley and Wood voted for the precept increase.

It was therefore

RESOLVED

- a) That Members give approval to the Prudential Indicators in respect of:
 - (i) the Capital financing Requirement as set out in paragraph 3.2.
 - (ii) the level of External Debt also set out in paragraph 3.3.
 - (iii) the Authorised limit for external debt as set out in paragraph 3.3.
 - (iv) the Operational Boundary for external debt also set out in paragraph 3.3.
- b) Having considered the recommendations of the Chief Fire Officer/Chief Executive and the Chief Finance and Procurement Officer on service delivery and related budget requirements and, having taken account of the views of the consultees and, acting in accordance with the requirements of the Local Government Finance Act 1992 (as amended) (“the Act”) and, having approved a capital expenditure programme for the financial year 2024/25 of £35.587m and, having calculated its basic amount of council tax for the year by dividing its council tax requirement by its council tax bases, which the Authority notes have been determined by the District Councils, the figures are as follows for financial year 2024/25.

Authority	Tax Base 2024/25
Bradford	144,890.00
Calderdale	64,017.71
Kirklees	126,342.29
Leeds	242,591.40
Wakefield	106,407.00
TOTAL	684,248.40

- c) The Authority calculates its council tax requirements under Sections 40 to 47 of the Act for Financial Year 2024/25 as the aggregate of the following:

The Authority calculates the aggregate of (A) as set out in Appendix B.

- £113,913,658 The expenditure the Authority estimates it will incur in the year in performing its functions and will charge to the revenue account for the year in accordance with proper practices.
- £0 The allowance as the Authority estimates will be appropriate for contingencies in relation to amounts to be charged or credited to the revenue account for the year in accordance with proper practice.
- £0 The financial reserves which the Authority estimates it will be appropriate to raise in year for meeting estimated future expenditure.
- £0 Financial reserves as are sufficient to meet so much of the amount estimated by the Authority to be a revenue account deficit for any earlier financial year as has not been provided for.

The Authority calculates the aggregate of (B) as set out in Appendix B

- £59,524,340 The income which it estimates that will accrue to it in the year and which it will credit to a revenue account for the year in accordance with proper practices other than income which it estimates will accrue to it in respect of any precept issued by it to be.
- £0 The amount of financial reserves which the Authority estimates that it will use in order to provide for the items mentioned.

Council Tax Requirement

- £54,389,318 The aggregate calculated under subsection 42a (2) (aggregate of A) of the Act exceeds the amount calculated under subsection 42a (3) (aggregate of B) which is calculated to be the council tax requirement for the year.

Basic amount of council tax

- £79.49 The Authority calculates its basic amount of council tax by dividing the council tax requirement by the council tax base. The council tax requirement is £54,389,318 and the council tax base is 684,248.4 which is equal to £79.49 at band D. This calculation meets the requirement under S42B of the Act.

d) The Authority calculates the Council Tax sums pursuant to Section 47 of the Act as follows:

Band A	£52.99
Band B	£61.82
Band C	£70.66
Band D	£79.49
Band E	£97.15
Band F	£114.82
Band G	£132.48
Band H	£158.98

- e) The Authority calculates the resultant precept amounts payable by each constituent District Council pursuant to Section 48 of the Act as follows:

District	Precept
Bradford	£11,516,970
Calderdale	£5,088,619
Kirklees	£10,042,655
Leeds	£19,283,028
Wakefield	£8,458,046
TOTAL	£54,389,318

- f) Resolved that the precept for each constituent District Council, as calculated and set out above, be issued to them pursuant to Section 40 of the Act.

12 Customer Service Excellence Assessment 2023

Members received a report which provided an update on the Customer Service Excellence Assessment 2023.

It was reported that the Authority had attained the Customer Service Excellence standard with full compliance against all 57 elements including 33 Compliance Plus awards.

Members acknowledged the report as a good news story and discussed the use of the Morphus tool and the ongoing Operational Staff Survey on Culture.

RESOLVED

That the report be noted.

13 Performance Management Report

Consideration was given to a report of the Head of Corporate Services which advised of the Authority's performance against key performance indicators for the period 1 April 2023 – 11 February 2024.

RESOLVED

That the report be noted.

14 Programme of Change

The Director of Service Support submitted a report updating members of the progress in relation to the Programme of Change 2023-24.

Members requested and were given further information regarding the rebuild of Keighley Fire Station

RESOLVED

That the report be noted.

Chair

Agenda item 15 – Minutes of Committees held since 29 February 2024 and of other relevant Outside Bodies

Committee	Date
Audit Committee	26.04.24
Community Safety Committee	22.03.24
Executive Committee	27.02.24*
Finance and Resources Committee	19.04.24
Human Resources Committee	15.03.24
Local Pension Board	N/A
Outside Bodies	
LGA Fire Services Management Committee	06.12.23*
	11.03.24
	17.05.24 (not yet available)
LGA Fire Commission	22.09.23 (not yet available)
	07.06.24 (not yet available)

*were not available at last meeting

Minutes

Audit Committee

Date: 26 April 2024

Time: 10:30

Venue: FSHQ

Present: Cllr Renshaw (in the chair), Cllrs Downes, Fazal, Hall, Tulley, Paul Burnham
(Independent Member for Audit)

In Attendance: Gareth Mills, Grant Thornton and Simon Straker, Kirklees Internal Audit

Apologies: None

1 Minutes of last meeting held on 9 February 2024

RESOLVED

That the Minutes of the meeting held on 9 February 2024 be signed by the Chair as a correct record.

2 Matters arising

There were no matters arising.

3 Urgent items

There were no urgent items.

4 Admission of the public

There were no items requiring the exclusion of the public from the meeting.

5 Declarations of interest

There were no declarations of disclosable pecuniary interest in relation to any item of business on the agenda.

6 Internal Audit Quarterly Report

The Chief Finance and Procurement Officer submitted a report which provided a summary of the audit activity for the period January – March 2024.

In the period two audits have been completed, Payroll Key Controls and Vehicle Replacement Procurement, both of which received a substantial assurance opinion. In addition there is one audit that is currently in progress, Disbursement Account & Purchasing Card Payments.

The report included an updated Audit Plan for 2023/24 delivery.

Members requested further information regarding the lunar payroll system currently adopted by West Yorkshire Fire and Rescue Service.

RESOLVED

That the report be noted.

7 Internal Audit Annual Report 2023/24

Members considered a report of The Chief Finance and Procurement Officer which provided a review of the Authority's system of internal audit and control and the Audit Charter & Strategy, and which asked Members to note the audit opinion on risk management and internal control during 2023/24 and approve the Audit Plan for 2024/25.

The report concluded that overall, the Authority has a robust effective control environment and the systems of internal audit are effective, and there are no Significant Governance Issues for inclusion in the Annual Governance Statement for 2023/24.

Members challenged the report author on the process used for setting the Audit Plan for 2024/25, which includes taking into account management requests, cyclical reviews and current on going projects, for example the FSHQ rebuild contract.

RESOLVED

- a) That the report be noted.
- b) That the Audit Plan for 2024/54 be approved

8 Abridged Performance Management Report

Consideration was given to a report of the Director of Corporate Services which informed members of the Authority's performance against Key Performance Indicators where targets are not being achieved during the period 1 April 2023 to 11 February 2024

Members discussed the assistance provided to Yorkshire Ambulance Service (YAS) and West Yorkshire Police (WYP) in gaining emergency access to premises under the Memorandum of Understanding (MoU).

RESOLVED

That the report be noted.

9 Risk Management Strategy Group (RMSG) Quarterly Update

Members were presented with a report from the Director of Corporate Services giving details of the risk management activity and developments reported to Risk Management Strategy Group (RMSG) in March 2024 and highlighting any future risks or risk related areas.

In the period considered, thirteen risks have been reviewed and Members were advised one risk relating to 'Local devolution proposals for Yorkshire area and outcomes of the enabling closer working between the emergency services consultation, affecting service governance' has been removed following the Governments response to the Fire Reform White Paper.

Members were advised the Business Continuity awareness week will be 13-17 May 2024 when further training and awareness sessions will be available in this area.

Members challenged the report author on the level of assurances and management of the risks provided.

RESOLVED

That the report be noted.

10 Service Assurance and Improvement Team Update

The Director of Corporate Services presented a report detailing the work completed by the Service Improvement and Assurance Team (SIAT), including information regarding the internal and external assurance processes of West Yorkshire Fire and Rescue Service.

Members welcomed the report and challenged the report author on the internal self-assessment process. Members welcomed the information regarding reality testing and acknowledged that it is good practice and were pleased to learn that other Fire Authorities were intending to look at the work done in this area by the Team as a positive example.

RESOLVED

That the report be noted.

11 Accounting Policies

The Chief Finance and Procurement Officer presented a report detailing the accounting policies that will be applied in the preparation and presentation of the Statement of Accounts 2023/24.

Members were advised that it was good practice for the Audit Committee to review the relevant policies used in preparation of the Authority's Statement of Accounts and the policies that would be followed in the preparation of the 2023 – 24 Statement of Accounts were set out at Annex A to the report now submitted. There had been no material changes to the set of accounting policies included within the 2022 - 23 Statement of Accounts.

The External Auditor welcomed the report and thanked the report author for providing the information.

RESOLVED

That the report be noted.

12 External Audit Plan 2023/24

The External Auditor introduced the External Audit Plan for 2023/24. The report author acknowledged there would be some extra work required due to delay in the 2022/23 audit, which is still outstanding with no expected completion date.

RESOLVED

That the report be noted.

Chair

Minutes

Community Safety Committee

Date: 22 March 2024

Time: 10:30

Venue: FSHQ

Present: Cllr Zaman (in the chair), Cllrs Downes, Fazal, Garvani, Keith, Kirton, Pollard, Renshaw and Wood

In Attendance:

Apologies: Cllrs Almas and Sutcliffe

29 Minutes of the last meeting held on 26 January 2024

RESOLVED

That the Minutes of the last meeting held on 26 January 2024 be signed by the Chair as a correct record.

30 Matters arising

There were no matters arising from the minutes.

31 Urgent items

There were no urgent items.

32 Admission of the public

There were no items requiring the exclusion of press and public.

33 Declarations of interest

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

34 Risk Based Intervention Programme

The Director of Service Delivery presented a report requesting approval of the Risk Based Intervention Programme (RBIP) 2024/25. The report confirmed the name of the programme has been updated from Risk Based Inspection Programme and is the first to take into account the principles of new national guidance which is to be published soon, which supports Fire and Rescue Services in utilising consistent methodology for intervention.

Members challenged the report author on the follow up processes in use where WYFRA inspections reveal issues and also requested confirmation that staff training courses are mandatory, which they are where appropriate. Members discussed the progress made with owners of buildings where Grenfell style cladding is still in situ and the legislative overlap between the Local Housing Authority (LHA) and WYFRA, for houses in multiple occupation (HMO). Members also requested clarification of the working protocols agreed with Local Education Authorities.

RESOLVED

That the Risk Based Intervention Programme 2024 – 25 be approved.

35 Performance Against Response Indicators

The Director of Service Delivery presented a report detailing the performance against the performance outcome targets covering the period 1 April 2023 to 29 February 2024.

An updated report was distributed to members to cover the period to 21 March 2024.

Members challenged the report author on the inclusion of COVID data in the 3 year average statistics and asked whether partnerships with external agencies, e.g. GPs and hospitals could help to identify more vulnerable adults. Members requested confirmation of the break-in protocol, which is where WYFRS work in partnership with Yorkshire Ambulance Service (YAS) to effect entry to a property when there may be concern for the occupant.

RESOLVED

That the report be noted

36 Safeguarding Activity Annual Report

The Director of Service Delivery presented a report detailing the safeguarding activity undertaken in 2023.

It was reported that 210 cases have generated a Cause for Concern in the period 1 January 2023 to 31 December 2023. 131 people were identified as requiring safeguarding and referred to the local authority safeguarding team and 67 were identified as vulnerable individuals requiring additional support from WYFRS. 5 cases were the identification of soft intelligence. 7 were uncategorised.

The Internal Audit Safeguarding Risk Report was attached at appendix A to the report now submitted for Members' information.

Members challenged the report author on the monitoring of competency dash boards to ensure all mandatory training has been completed where appropriate. Members welcomed

the collaborative work done with other agencies to identify vulnerable people and anti-social fire setting behavioural patterns.

RESOLVED

That the report be noted

37 Road Traffic Collisions

Members considered a report of the Director of Service Delivery providing an update on the work done by WYFRS to reduce road risk across West Yorkshire.

Members were pleased to note that WYFRS's attendance rate to Road Traffic Collisions (RTCs) is significantly lower than the national average and comparable metropolitan services and although there has been a minor upturn in RTCs this financial year WYFRS is working in partnership with other agencies to achieve the objectives outlined by Vision Zero.

Members noted the prevalence of RTCs within the Bradford District, which reflects the high levels of deprivation in the area but were also reminded to note that these levels were only high in comparison to West Yorkshires figures, whereas comparisons to other Authorities show they are still significantly lower.

Members discussed the requirement to target road safety awareness at new drivers, including the dangers of driving under the influence of Nitrous Oxide and supporting Operation Steerside, which is a West Yorkshire Police operation working across the Bradford District dedicated to taking positive action against anyone whose driving falls below the required standard. Following the committee members were provided with a copy of the RAC Foundation's recent report by Dr Elixabeth Box entitled Empowering Young Drivers with Road Safety Education.

RESOLVED

That the report be noted

38 Manchester Arena Inquiry Update

The Deputy Chief Fire Officer presented a report updating members on the progress of the WYFRS Manchester Arena Inquiry (MAI) working group.

Members were informed that whilst most recommendations arising from Volume Two MAI report are closed, good progress towards completion of the 16 remaining actions is being made and detailed analysis of these is contained in the report.

Members requested, and were given, clarification of operational discretion and the sharing of process reviews undertaken by SMG Europe Holdings Limited with other large venue providers.

RESOLVED

That the report be noted

39 Spotlight On Case Studies

Members considered a report of the Director of Service Delivery which provided examples and updates on the following areas of work which are being undertaken to meet the needs of the communities of West Yorkshire in the delivery of prevention, protection and response activity.

- a) Bradford – Water Awareness
- b) Calderdale – Project Challenge
- c) Kirklees – Ashbrow Collaboration
- d) Leeds – IGNITE
- e) Wakefield – Working with in the Community
- f) Youth Interventions Team – ‘@E-Tude’

It was emphasised that the Spotlight Ons are just examples of initiatives going on across all Districts all the time. Members noted the Spotlight On reports and received them positively.

RESOLVED

That the report be noted

Chair

OFFICIAL

Minutes

Executive Committee

Date: 27 February 2024

Time: 13:30

Venue: FSHQ

Present: Cllr D O'Donovan (in the chair), Cllrs R Downes, D Hall, K Renshaw and S Tulley

In Attendance:

Apologies:

1 Minutes of the last meeting held on 2 November 2023

RESOLVED

That the Minutes of the last meeting held on 2 November 2023 be signed by the Chair as a correct record.

2 Matters arising

3 Urgent items

There were no urgent items.

4 Admission of the public

RESOLVED

That the public and press be excluded from the meeting during consideration of the item of business specified below as it is 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 this item, 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
E6	Pension Remedy Implications		Paragraph 1 – Information Relating to an Individual

5 Declarations of interest

There were no declarations of disclosable pecuniary interest in relation to any item of business on the agenda.

E6 Pension Remedy Implications

The Director of Human Resources submitted a report which set out the implications of dealing with difficulties experienced by the Chief Fire Officer (CFO) and others as a consequence of the Pension Remedy put in place by the Government in response to the McCloud Judgement.

The report went on to explain the pensions trap created and suggested possible solutions to remedy that.

It was noted that there is no official procedure in place to deal with the circumstances surrounding this case and that it is expected there are less than 10 people across the UK effected by this situation.

RESOLVED

- a) That the report be noted
- b) The process for addressing the pensions trap was agreed with the process applying to all staff similarly affected.

Chair

Minutes

Finance & Resources Committee

Date: 19 April 2024

Time: 10:30

Venue: FSHQ

Present: Cllr Tulley (in the chair), Cllrs Almas, Hall, Hussain, Mohammed, O'Donovan, Pollard and Renshaw (as substitute for Cllr Bowden).

In Attendance:

Apologies: Cllrs Anderson, Hawkins, Hutchison and Bowden

32 Minutes of meeting held on 2 February 2024

RESOLVED

That the Minutes of the meeting held on 2 February 2024 be signed by the Chair as a correct record.

33 Matters Arising

There were no matters arising.

34 Urgent items

There were no urgent items.

35 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
E12	Property Capital Plan	43	Paragraph 3 – financial or business affairs

36 Declarations of interest

There were no declarations of interest.

37 Efficiency and Productivity Plan

The Director of Service Support submitted a report informing members that the WYFRA Efficiency and Productivity Plan 2024/25 has been submitted to the Home Office by the required deadline and also published on the Authority’s website.

With regard to previous Integrated Risk Management Programme (IRMP) interventions, Members challenged the report author on the following:

- Removal of the Fire Response Units
- Removal of the Local Retained Support Officers (LRSOs) from the 10 Retained stations.
- Removal of the Operational Resource Pool (ORP)

Members also requested clarification of the changes made in the vehicle workshop. Finally, members discussed the need to maintain further savings of at least 2% in 2025 onwards to meet Home Office requirements, whilst ensuring that there is no detrimental effect on staff welfare and mental health due to the changes in resources.

RESOLVED

That the report be noted

38 Insurance Renewals 2024/25

The Chief Finance and Procurement Officer submitted a report informing members of the outcome of the insurance renewals process and providing members with the details of the insurance premiums for 2024/25. Members noted that the majority of the Authority’s insurance is provided by the Fire and Rescue Indemnity Company (FRIC) but that the services of a broker are used for policies currently under long term agreements, other insurance advice and procurement.

Members challenged the report author regarding the increase in premiums, but it was noted the increases are well within expected levels. Members also received clarification of the background to the decrease in premiums paid for drone insurance.

RESOLVED

That the outcome of the renewals process be noted

39 Vehicle Replacement Programme

Members considered a report of the Director of Service Support requesting approval to purchase 4 USAR Support vehicles which require replacement in the 2024/25 financial year.

Members were advised that these vehicles already in existence but under a lease agreement which has now expired and that although some USAR kit is funded by government under National Resilience Funding, due to the nature of their use, these vehicles are not covered by that funding.

RESOLVED

That the purchase of 4 USAR vehicles at a cost of £280,000 is approved

40 Ladder Replacement Programme 2024/25

Members considered a report of the Director of Service Support requesting approval to purchase 29 operational ladders.

RESOLVED

That the purchase of 29 operational ladders at a cost of £78,355.43 is approved

41 Operations Equipment Capital Plan 2024/25

Members considered a report of the Director of Service Support requesting approval to purchase various items of operational equipment in the 2024/25 financial year. Members were asked to note that some of the funds needed would be taken from money made available for previous projects, that remained unspent.

RESOLVED

That the purchase of Rescue Jackets, Automated External Defibrillators (AED's), Light Portable Pumps (LPP's) and additional BA Cleaning Systems at a cost of £682,000 is approved

42 ICT Capital Plan 2024/25

Members considered a report of the Director of Service Support requesting approval to replace and upgrade various projects across the ICT portfolio.

RESOLVED

That the proposed capital expenditure as detailed in the report be approved.

43 Property Capital Plan 2024/25

(This item was considered exempt information under Schedule 12A (3) of the Local Government Act 1972 – financial or business affairs)

Members considered a report of the Director of Service Support requesting approval to refurbish and upgrade various projects across the estate's portfolio.

Members challenged the report author on the review date of the plan and its flexibility and Members also received clarification of the plans in place for 2025/26.

RESOLVED

That the proposed capital expenditure as detailed in the report be approved.

Chair

Minutes

Human Resources Committee

Date: 15 March 2024

Time: 10:30

Venue: FSHQ

Present: Cllr F Shaheen (in the chair), Cllrs C Anderson, J Garvani, C Keith, M Pollard, U Sutcliffe, R Wood and H Zaman

In Attendance:

Apologies: Cllrs Z Hussain, D Kirton, N Mohammed

35 Minutes of meeting held on 19 January 2024

RESOLVED

That the Minutes of the last meeting held on 19 January be signed by the Chair as a correct record.

36 Matters arising

There were no matters arising.

37 Urgent items

There were no urgent items.

38 Admission of the public

There were no items requiring the exclusion of the public and press.

39 Declarations of interest

There were no declarations of interest.

40 Human Resources Activity Report

The Director of Human Resources submitted a report which advised Members of the key HR metrics for the reporting period ending 31 December 2023, including establishment strength, sickness absence data and high-level discipline and grievance figures.

Members were requested to approve the establishment changes detailed in the report now submitted, which have been approved as part of the budget setting process.

Members challenged the report author on the background of the grading for the new Wellbeing Coordinator post and it was noted that it was mainly an administration support role. Members also received clarification of the whole-time head count and Full Time Equivalent (FTE) figures.

Members challenged the disappointing ethnicity statistics and requested that more work is done in this area to redress the figures. Members received a summary of the ongoing work already in place within this area, including analysis of staff leaving data, analysis of the recruitment process, the IGNITE programme (aimed at giving young girls and women from minority ethnic backgrounds the skills and knowledge to choose a career in the fire service and be successful) and the Positive Action Strategy 2023/25.

RESOLVED

- a) That the report be noted.
- b) That the establishment changes be approved

41 Gender Pay Gap Report

Members considered a report of the Director of Human Resources giving details of the Gender Pay Gap for the year ending 31 March 2023.

Members were disappointed to note that WYFRA has a pay gap of 8.3% which is an increase on the 2022 pay gap which was 2%, but still below the national pay gap of 14.3% and the regional pay gap for Yorkshire and the Humber of 10.5% as published by the Office for National Statistics (ONS) in November 2023.

Members challenged the report author on the reasons for this increase and were asked to note that the percentage is a snapshot of the data taken on one day so trends are difficult to monitor and predict.

RESOLVED

That the report be noted.

42 Operational Staffing Project Update

Members received a presentation from Richard Hawley the Operational Staffing Project Group Manager.

Minutes of last Fire Services Management Committee meeting

Fire Services Management Committee

Wednesday, 6 December 2023

Hybrid Meeting - 18 Smith Square and Online

Attendance

An attendance list is attached as [Appendix A](#)

Item	Decisions and actions
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1	Welcome, apologies and declarations of interest
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The Chair welcomed members to the meeting.

Thanks and best wishes were recorded for Jonny Bugg, who was leaving his role as Head of Fire Strategy and Reform at the Home Office.

Apologies were received from Cllr Roger Price.

There were no declarations of interest.

2	Minutes of the previous meeting
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The minutes of the meeting held on 6 October 2023 were agreed as an accurate record.

Matters arising:

- An update was requested on progress with Lead Member discussions on how to take forward work on toxicity in fires. LE said that Lead Members were still in the process of prioritising work streams for the year and work on toxicity was being considered as part of this.
- In relation to item 8 – RAAC update – Cllr Theobald reported that a private leisure centre in Hove had recently been forced to close after RAAC was discovered in the building. Mark Norris, Principal Policy Adviser, said that this was becoming an increasing issue with private sector buildings and he would respond to Cllr Theobald directly.
- The Chair requested that the action agreed on item 4 – Climate Change – on the planning process and enforcement of product safety standards, be progressed as a priority.

3	Fire Framework
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The Chair invited Jenna Marsh (JM), Deputy Head of the Fire Strategy and Reform Unit at the Home Office, to give the Committee an update.

JM reported that the Home Office was in the early stages of reviewing and updating the 2018 National Fire Framework to reflect emerging threats and other recent developments. Discussions with external partners and stakeholders had begun and further themed discussions and a public consultation were planned. Finance, culture, flooding and data sharing were key issues to emerge from the early discussions.

Members' comments and questions:

- The expansion of new technologies – e.g. the electric vehicle market -was considered to be a key issue that needed to be reflected in the revised Framework. Research into these issues should be carried out as part of the remit of a new College of Fire. JM agreed that this was a crucial issue to reflect in the Framework and highlighted the work of the Academic Collaboration, Evaluation and Research Group, convened by the NFCC, in this area.
- It was suggested that the Framework needed to be more joined up with the HMICFRS and better reflect their work and informal guidance.
- The future of centrally funded programmes, such as Fire Kills, needed to be addressed in the revised Framework.
- Members discussed the Fire Reform White Paper and whether issues in this that had cross-party agreement, such as the College of Fire, could be taken forward separately from the more contentious areas such as governance and the NJC, where discussions could continue. JM regretted that the White Paper response and decision on the College of Fire had not yet been published and this was largely due to recent ministerial changes in the Home Office. Work which didn't require notifying Parliament would be progressed in the meantime.
- Improved facilities for firefighter training would be required, particularly in the light of the wide range of new and emerging threats.

The Chair thanked JM for attending the meeting and stressed that FSMC were keen to remain involved in the review.

Decision:

Fire Services Management Committee **noted** the presentation.

4 999 Outage

The Chair invited Jeremy Smitham (JS) and Sian Penny from BT to give their update.

JS briefly ran through the causes of the outage of 25 June and apologised to members for the inconvenience that this had caused to fire services and local residents. He then ran through the steps that had been taken by BT

to reduce the risk of it happening again. These included:

- The software bug which caused the outage has been fixed and alarms put in place for future warning.
- Worked with the National Cyber Security Centre to get external challenge.
- Training for staff to make back up procedures more robust.
- Strategic back up solution put in place on 7 Dec 2023.
- Communication strategy reviewed and updated.
- Reviewing cross-government communication with external organisations, such as NFCC.
- Investigating AI supported solutions through 999 Liaison Committee to improve resilience.
- Investigating automated call back systems.

Members welcomed the update and the reassurances provided.

Decision:

Fire Services Management Committee **noted** the update.

5 Leadership

The Chair invited CFO Wayne Bowcock (WB), lead officer on the Leadership programme for the NFCC, to give his presentation.

WB explained that the Leadership Programme was a key strand of work overseen by the NFCC's People, Culture and Leadership Coordinating Committee and was closely aligned with Fit for the Future and the new Cultural Action Plan. He then explained the various strands of the NFCC's Leadership Pathway offer – Executive Leadership Programme; Strategic Masterclasses; Middle Leadership Programme; Supervisory Leadership Programme; and Direct Entry – and proposed future projects. WB finally ran through the role that elected members could play in developing leadership within the sector and asked how members wanted to be involved in advice and scrutiny of the programme now that the Executive Leadership Programme Board was no longer meeting.

Members' comments and questions:

- Members broadly welcomed the NFCC's refreshed leadership offer as outlined in the presentation.
- Concerns were raised about the value of the Direct Entry scheme given the amount of resource being put into it versus the relatively small number of new recruits. The importance of leadership training and pathways for existing staff was emphasised, particularly in relation to social mobility. WB responded that direct entry was never intended to resolve all the sector's problems but is a valuable new route into the service for people from all backgrounds and will help to create greater diversity in leadership roles.
- The issue of graduate entry was raised and it was suggested that any changes in this regard would need to have the agreement of FSMC. It was further suggested that a graduate toolkit might be

- more beneficial than a full graduate programme.
- The importance of political training for senior officers was raised.
- The distinction made by WB between 'leadership' and 'management' was welcomed but it was suggested that all of the NFCC's pathways appeared to be management related, rather than focussed on broader leadership.
- In response to a query about the role of elected members in the process, WB confirmed that the points set out in the presentation were very much 'asks' of members, and not instructions to them.
- A breakdown of data by EDI characteristics on the High Potential Programme was requested. WB said that this information would be collated but wasn't yet available.
- The low attendance at 2 of the strategic boards was queried. WB said in-person attendance didn't necessarily reflect overall interaction as the meetings were recorded and could therefore be viewed at a later date.
- It was agreed that officers liaise directly with WB about future engagement by FSMC, in place of the Executive Leadership Programme Board.

Decision:

Fire Services Management Committee noted the presentation.

Action:

LGA officers to liaise with CFO Wayne Bowcock about future FSMC engagement over leadership.

6 LGA Fire Conference 2024 update

The Chair invited Marshall Scott (MS), Policy Adviser, to introduce the report.

MS outlined the initial proposals being put forward for sessions at the Conference and said that, following feedback from last year's event, there would be more emphasis on delegate interaction and involvement. Members' comments on the proposals were invited.

Members' comments and questions:

- On the proposed mental health session, it was suggested that sharing of best practice in post-incident scenarios would be helpful.
- Responding to emerging technologies should be a key focus of the conference and highlighting the risks and associated costs. This should include how best to do horizon scanning and scenario planning and where members could be involved.
- It was suggested that AI and the Fire Standards Board should both be plenary sessions.
- An update for members on ESMCP was suggested, either as part of the conference or at the FSMC meeting beforehand.
- It was suggested that the HMICFRS item might be better as a workshop to encourage more open and honest feedback.
- The role of shadow ministers at the conference was discussed and

where they would best fit in.

Decision:

Fire Services Management Committee **noted** the report and delegated final decisions on conference sessions to the Lead Members.

Action:

Schedule additional Lead Member meeting before Christmas to finalise conference sessions.

7 **Local Government White Paper**

The Chair invited Mark Norris (MN), Principal Policy Adviser, to introduce the report.

MN invited members' comments on proposed fire & rescue related content for the LGA's Local Government White Paper.

Members' comments and questions:

- Local leadership and empowering local leaders was considered a key area for inclusion. In particular, around partnership working and a greater role for political leadership in Local Resilience Forums, especially on prevention. This would enable the whole of an area to work better than the sum of its parts. Concern was expressed that HMICFRS was becoming a regulator and eroding local leadership and discretion.
- It was suggested that the time may now be right to push for broadening the role of the fire service.
- It was suggested that air quality could be an issue for FRA's to input into.

It was agreed that MN amend the wording of the submission to reflect members' views and circulate to Lead Members for final agreement.

Decision:

Fire Services Management Committee:

(a) **Noted** the key areas set out in paragraph 5 of interest to the LGA as well as the emerging themes in paragraph 6; and

(b) Subject to comments made during the discussion, **agreed** on the proposed approaches set out in paragraphs 8 to 13, and that following final sign off by Lead Members, **agreed** that these are then submitted by the Committee as its contribution to the Local Government White Paper.

Action:

MN to amend White Paper submission and clear final wording with Lead Members.

8 **Pensions update**

The Chair invited members to take the update as read.

Decision:

Fire Services Management Committee **noted** the update.

9 Workforce update

The Chair invited members to take the update as read.

Decision:

Fire Services Management Committee **noted** the update.

10 Building Safety update

The Chair invited members to take the update as read.

Decision:

Fire Services Management Committee **noted** the update.

11 National Fire Chiefs Council update

The Chair invited members to take the update as read.

Decision:

Fire Services Management Committee **noted** the update.

12 Fire Standards Board update

The Chair invited members to take the update as read.

Members' comments and questions:

- Cllr Hugo, as the Committee's Equalities Advocate, asked whether it could be made more explicit how EDI runs through the standards as a golden thread and if this could be part of the Conference session. Lucy Ellender, Senior Adviser, said that the Board had done a lot of work on this since the HMICFRS Spotlight Report. There had been debate at the FSB on whether to introduce a separate standalone EDI Standard but it had been concluded that EDI should run as a thread through all the standards. It was agreed that there should be a standing item on EDI at future Lead Member meetings and that the Equalities Advocate should attend for this.

Decision:

Fire Services Management Committee **noted** the update.

Action:

Equalities Advocate to be invited to future Lead Member meetings.

13 FSMC update

The Chair invited members to take the update as read.

Members' comments and questions:

- It was queried whether the FSMC was still subordinate to the Safer and Stronger Communities Board and, if so, whether this was still appropriate or whether it should become a standalone Committee. MN confirmed that this was still the constitutional arrangement and said that it was not currently on the LGA's agenda to change as far as he was aware, but he would take it up with the leadership.
- Cllr Knox gave a brief update on the lessons learned from the recent independent review of Dorset & Wiltshire Fire Service.

Decision:

Fire Services Management Committee **noted** the update.

Action:

MN to raise FSMC governance arrangements with LGA leadership.

Action Log

Action	Owner	Deadline	Status
MN to contact Cllr Theobald about RAAC in leisure centre	MN		
Bring a report on the planning process and product safety standards to the next FSMC meeting	LE	11/3/24	
LGA officers to liaise with CFO Wayne Bowcock about future FSMC engagement over leadership	LE	11/3/24	
Schedule additional Lead Member meeting before Christmas to finalise conference sessions.	JB	25/12/23	Complete
Amend White Paper submission and clear final wording with Lead Members	MN	2/1/23	
Invite Cllr Hugo to future Lead Member meetings	JB	13/2/23	Complete

Appendix A -Attendance

Position/Role	Councillor	Authority
Chair	Cllr Frank Biederman	Devon & Somerset Fire & Rescue Authority
Vice-Chairman	Cllr Rebecca Knox	Dorset & Wiltshire Fire & Rescue Authority
Deputy-Chair	Cllr Greg Brackenridge	West Midlands Fire & Rescue Authority
Deputy-Chair	Cllr Carolyn Lambert	East Sussex Fire Authority
Members	Cllr Karen Kilgour	Tyne & Wear Fire & Rescue Authority
	Cllr Nikki Hennessy	Lancashire Combined Fire Authority
	Cllr Jane Hugo	Lancashire Combined Fire Authority
	Cllr Les Byrom CBE	Merseyside Fire & Rescue Authority

	Cllr Nick Chard Mr Roger Hirst	Kent & Medway Fire & Rescue Authority Police, Fire and Crime Commissioner for Essex
	Cllr Mark Healey MBE Cllr Carol Theobald Cllr Ben Nutland Cllr Dr Wendy Maples	Somerset County Council East Sussex Fire Authority Avon Fire & Rescue Authority East Sussex Fire Authority
Apologies	Cllr Roger Price	Hampshire & Isle of Wight Fire & Rescue Authority
In Attendance	Cllr Ludwig Ramsey Cllr Rachel Bailey Cllr John Shuttleworth	Derbyshire Fire & Rescue Authority Cheshire Fire & Rescue Authority Co Durham & Darlington Fire & Rescue Authority
	Mark Hardingham Susannah Hancock Jenna Marsh CFO Wayne Bowcock Jeremy Smitham Sian Penny Steven Adams	NFCC NFCC Home Office NFCC (for item 5) BT BT NFCC
LGA Officers	Mark Norris Lucy Ellender Sarah Ward Claire Johnson Marshall Scott Aurora Petrova Jonathan Bryant	Principal Policy Adviser Senior Adviser Principal Adviser (Workforce) Senior Pensions Adviser Policy Adviser NGDP Graduate Member Services Officer

Minutes of last Fire Services Management Committee meeting

Fire Services Management Committee

Monday, 11 March 2024

Bristol Marriott City Centre Hotel

Attendance

An attendance list is attached as [Appendix A](#)

Item Decisions and actions

1 Welcome, apologies and declarations of interest

The Chair welcomed members to the meeting.

Apologies were received from Cllr. Greg Brackenridge (Sub Cllr. Lud Ramsey), Cllr. Carol Theobald (sub Cllr. Rachel Bailey), Cllr. John Shuttleworth, Cllr. Roger Phillips and Mark Hardingham.

There were no declarations of interest.

2 Minutes of the previous meeting and matters arising

The minutes of the meeting held on 6 December 2023 were agreed as an accurate record.

3 Stronger Local Resilience Forum Pilots

The Chair invited Paul Phipps-Williams (PPW) from the Department for Levelling Up, Housing and Communities (DLUHC) to give his presentation.

PPW updated members on progress with the stronger Local Resilience Forum (LRF) pilots which involve creating a permanent chief resilience officer (CRO) role for each LRF area, replacing the current model of part time LRF chairs drawn from individual LRF members.

Members' comments and questions:

- The focus on preventative work was welcomed.
- The personal relationships between the key players in the LRF were considered vital to its success, and building these relationships would need to be one of the main tasks for new CROs.
- Greater clarity was sought about how the CRO would fit in with

existing structures and what powers they would have to make changes. Concern was expressed that it would result in greater central government interference in local issues. PPW reassured members that the role of CROs would be to deliver on the priorities of local communities and they would be held accountable by locally elected representatives.

- Concern was expressed about the promise within the proposals that LRFs would ensure that local business wouldn't fail and their profits be protected. This was considered to be too ambitious. PPW explained that it meant building in resilience to local areas to enable businesses, services and infrastructure to recover much more quickly from an emergency.
- Further detail was sought on what a renewed focus on delivering results meant in practice. PPW said that the CRO would be held accountable on delivering whatever local priorities and desired outcomes communities might set.
- Concern was expressed about duplication of effort and in particular, for FRAs, risks were already identified and planned for as part of the Community Risk Management Plan. PPW responded that this was not the intention and some of the pilot authorities were doing gap analysis to try and avoid this happening. The pilots were about gathering evidence of what additional investment in resilience could achieve in order to feed into a future spending review.
- It was agreed that the views of the NFCC should be sought on how they see FRSs fitting into the proposed new LRF model.

PPW thanked members for their input and agreed to come back and update them at a future date once the pilots were further advanced.

Decision:

Fire Services Management Committee **noted** the report and expressed support for the pilots, subject to the caveats raised during the discussion.

Action:

Seek views of NFCC on FRS involvement in LRFs and new pilot model –
MN/LE

4 The Planning Process and Fire

The Chair invited Marshall Scott (MS), Policy Adviser, to introduce the report.

MS reminded members that the research being presented resulted from concerns previously expressed that the voice of fire and rescue was not being sufficiently heard within the planning process, particularly in light of the increased risks from impacts of climate change and recent advances in technology to try and mitigate these risks. MS outlined the 4 particular areas of concern identified as a result of consultation with the LGA's Local Infrastructure and Net Zero Board and NFCC officers. Opportunities for the FSMC to influence national discussions on these issues were set out,

in particular, the forthcoming review of the National Planning Policy Framework (NPPF).

Members' comments and questions:

- Members considered that FRSs should have a formal function in the planning process for major applications through a proper statutory framework and that the review of the NPPF represented a good opportunity to lobby for this and for the Government to issue guidance to FRSs.
- It was suggested that planning officers required better training with regard to calling on specialist advice from FRSs.
- Caution was expressed about the resources required for FRAs to be able to effectively carry out an enhanced role in the planning system. The potential legal liability on FRSs providing advice should also be considered. It was suggested that costs could be readily recovered upfront through a planning application fee for developers.
- It was agreed that officers should do further work on the areas identified in the report, taking into account the steer provided by members. This would then be brought back to lead members in the first instance, and to FSMC in July.

Decision:

Fire Services Management Committee **noted** the report and **agreed** the next steps as above.

5 Fit for the Future update

The Chair invited MS to introduce the report.

MS reported that the 3 partners – LGA, NFCC and National Employers – had agreed that a light touch review of Fit for the Future be carried out over the coming months given recent changes in the policy environment and lobbying efforts. The updated version would be brought to either the May or July FSMC meetings for members' input. The Chair urged members to feed any views or suggestions into their Lead Member.

Decision:

Fire Services Management Committee **agreed** the next steps for the review of Fit for the Future.

6 Fire conference update

The Chair invited MS to introduce the update.

MS provided members with a final update on the Fire Conference programme.

Decision:

Fire Services Management Committee **noted** the update.

7 Emergency Services Mobile Communications Programme (ESMCP) and Firelink update

Members received a confidential update on the ESMCP programme.

8 Operational Independence

Members held a confidential discussion on operational independence.

9 Pensions update

The Chair invited members to take the update as read.

Decision:

Fire Services Management Committee **noted** the update.

10 Workforce update

Sarah Ward, Deputy Head of Workforce, provided the following brief update:

- The Gold Book claim had now been settled.
- Consultation with the sector on the grey book claim was due to begin w/c 18 March.
- A self-led review of the NJC apparatus by the employers side would begin, with the intention of reporting at the end of Summer 2024.
- The Green Book claim had been submitted since the update paper was published, and was for £3,000 or 10% and to move towards £15/hour at the bottom of the pay scale within 2 years. The recommendations from the latest Low Pay Commission report would also feed into this discussion, but are yet to be published.

Decision:

Fire Services Management Committee **noted** the update.

11 Building Safety update

The Chair invited members to take the update as read.

Decision:

Fire Services Management Committee **noted** the update.

12 National Fire Chiefs Council (NFCC) update

The Chair invited members to take the update as read.

Decision:

Fire Services Management Committee **noted** the update.

13 Fire Standards Board (FSB) update

The Chair invited members to take the update as read.

Decision:

Fire Services Management Committee **noted** the update.

14 Fire Services Management Committee Update

Members agreed that the Veterans' Hubs and Clubs proposal should be brought to the Fire Commission meeting on 7 June for further discussion.

Decision:

Fire Services Management Committee **noted** the update.

Action:

Schedule Veterans' Hubs and Clubs for Fire Commission on 7 June - **JB**

Action Log

Action	Owner	Deadline	Status
Seek views of NFCC on FRS involvement in LRFs and new pilot model	LE/MN	29/2/24	
Schedule Veterans' Hubs and Clubs for Fire Commission on 7 June	JB	7/6/24	Complete

Appendix A -Attendance

Position/Role	Councillor	Authority
Chair	Cllr Frank Biederman	Devon & Somerset Fire & Rescue Authority
Vice-Chair	Cllr Carolyn Lambert	East Sussex Fire Authority
Deputy-Chair	Cllr Rebecca Knox	Dorset & Wiltshire Fire & Rescue Authority
Members	Cllr Karen Kilgour	Tyne & Wear Fire & Rescue Authority
	Cllr Nikki Hennessy	Lancashire Combined Fire Authority
	Cllr Jane Hugo	Lancashire Combined Fire Authority
	Cllr Les Byrom CBE	Merseyside Fire & Rescue Authority
	Cllr Nick Chard	Kent & Medway Fire & Rescue Authority

	Mr Roger Hirst	Police, Fire and Crime Commissioner for Essex
	Cllr Mark Healey MBE	Somerset County Council
	Cllr Ben Nutland	Avon Fire & Rescue Authority
	Cllr Dr Wendy Maples	East Sussex Fire Authority
	Cllr Ludwig Ramsey (sub)	Derbyshire Fire & Rescue Authority
	Cllr Rachel Bailey (sub)	Cheshire Fire & Rescue Authority
Apologies	Cllr Greg Brackenridge	West Midlands Fire & Rescue Authority
	Cllr Carol Theobald	East Sussex Fire Authority
In Attendance	Ian Taylor	Home Office
	Simon Parr	Home Office
	John Black	Home Office
LGA Officers	Mark Norris	Principal Policy Adviser
	Sarah Ward	Principal Adviser (Workforce)
	Claire Johnson	Senior Pensions Adviser
	Marshall Scott	Policy Adviser
	Jonathan Bryant	Member Services Officer

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Agenda item: 16
Constitution Review
Full Authority

Date: 27 June 2024

Submitted by: Director of Corporate Services

Purpose: To report on the annual monitoring and review of the Authority Constitution.

Recommendations: That Members consider this report and, if in agreement, approve the recommendations detailed at paragraph 2

Summary: This report contains proposals for amendments to the Constitution which require Member approval.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Jik Townson, Committee Services and Governance Officer
Jik.Townson@Westyorksfire.gov.uk 01274 682311 X 671340

Background papers open to inspection: None

Annexes: List of amendments

1. Introduction

1.1 The Authority has a formal Constitution. Article 14 of the Constitution requires the Monitoring Officer to monitor and review the operation of the Constitution and make recommendations for changes as necessary to maintain its relevance and effectiveness.

2. Information

2.1 The Principal Officers titles are to be standardised.

2.2 The Find a Tender Service (FTS) contract values thresholds are to be amended in accordance with updates made in January 2024.

2.3 The Human Resources Committee is to be renamed the People and Culture Committee

3. Financial Implications

3.1 There are no financial implications arising from this report.

4. Legal Implications

4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution.

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

6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance: No

7. Health, Safety and Wellbeing Implications

7.1 There are no health and safety 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 links with the Community Risk Management Plan 2022-25 strategic priorities below:

- Promote the health, safety, and wellbeing of all our people.
- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Provide ethical governance and value for money.
- Collaborate with partners to improve all of our services.
- Work in a sustainable and environmentally friendly way.
- Achieve a more inclusive workforce, which reflects the diverse communities we serve.
- Continuously improve using digital and data platforms to innovate and work smarter.

10. Conclusions

10.1 Members are requested to approve the amendments to the Constitution.

Constitution amends (June 2024)

Page/Para	Original	Updated to	Reason
Various	Chief Employment Services Officer	Director of People and Culture	Change of title
Various	Human Resources Committee	People and Culture Committee	Change of title
Various	Human Resource Manager	Manager of People and Culture	Change of title
Various	Chief Finance and Procurement Officer	Director of Finance and Procurement	Change of title
70/12	> £5.3m (incl. VAT) (Works)	> £5,372,609 (incl. VAT) (Works)	Changes to FTS contract value thresholds
70/12	> £213,477 (incl. VAT) (Goods and Services)	> £214,904 (incl. VAT) (Goods and Services)	Changes to FTS contract value thresholds
72/16	The Regulation thresholds as of 1 January 2022 are: <ul style="list-style-type: none"> • Goods and Services - £213.477 incl. VAT • Works - £5,336,937 incl. VAT 	The Regulation thresholds as of 1 January 2024 are: <ul style="list-style-type: none"> • Goods and Services - £214,904 incl. VAT • Works - £5,372,609 incl. VAT 	Changes to FTS contract value thresholds

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Agenda item: 17

Member Development and Training 2024/25

Full Authority

Date: 27 June 2024

Submitted by: Director of Corporate Services

Purpose: To agree the schedule of member development and training for 2024/25.

Recommendations: That Members approve the schedule of member development and training

Summary: The recent internal audit report suggested that Members of the Authority did not receive regular development and training. It is therefore proposed to formalise the Member Development and Training Schedule for the 2024/25 Municipal Year.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Jik Townson, Committee Services and Governance Officer
Jik.Townson@Westyorksfire.gov.uk 01274 682311 X 671340

Background papers open to inspection: None

Annexes: Member Development and Training Schedule 2024/25

1. Introduction

1.1 A recent internal audit report suggested that members of the Authority did not receive regular development and training. It is therefore proposed to formalise the member development and training schedule for the 2024/25 municipal year.

2. Information

2.1 The AGM on 27 June 2024 marks the start of the WYFRA municipal year and Member Development and Training starts with the New Member Induction Day. Further sessions and events are held regularly throughout the year as set out in the Annex to this report.

2.2 Members are requested to let the Committee Services and Governance Officer know if there are further sessions not listed that they would like to be included.

3. Financial Implications

3.1 There are no financial implications arising from this report.

4. Legal Implications

4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution.

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

6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance: No

7. Health, Safety and Wellbeing Implications

7.1 There are no health and safety 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 links with the Community Risk Management Plan 2022-25 strategic priorities below:

- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Provide ethical governance and value for money.
- Work in a sustainable and environmentally friendly way.
- Continuously improve using digital and data platforms to innovate and work smarter.

10. Conclusions

10.1 It is recommended that members approve the member development and training schedule for the 2024/25 municipal year.

Month	24/25 Date	Learning and Development event
May		
June		New Members to Visit Stations/Meet District Commanders
	17-Jun-24	LPB Member Training by LGA
July		New Member Induction
	02-Jul-24	LGA Annual Conference - CANCELLED - awaiting new date
		Chair and Vice Chair Training for any new Chairs and Vice Chairs with ADSO
August		Visit to Control
September	13-Sep-24	Long Service Ceremony
	09-Sep-24	All Member Strategic Briefing
		Audit Training with On Board Consultancy for any new members of Audit Committee
	18-Sep-24	LPB Member Training by LGA
October		Treasury Management Training
November	25-Nov-24	All Member Strategic Briefing
		AFSA Conference
December		Blue Light Driving Experience
January	23-Jan-25	LPB Member Training by LGA
February	10-Feb-25	All Member Strategic Briefing
		Budget Briefing for all Members
		Budget Briefings for Political Groups
		LGA Fire Leadership Essentials
		LGA Audit Leadership Essentials
March		LGA Annual Fire Conference
April	14-Apr-24	All Member Strategic Briefing

Dates to be agreed
Pass out parades/dinners
DRRTS
Risk Management Training
LGA Diversity Champions Meetings
Cyber Security Training
New date for LGA Annual Conf

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Agenda item: 18

Member Strategic Briefings 2024/25

Full Authority

Date: 27 June 2024

Submitted by: Director of Corporate Services

Purpose: To agree the introduction of quarterly Member Strategic Briefings and to confirm the schedule for 2024/25

Recommendations: That Members approve the schedule of Strategic Briefings 2024/25

Summary: The recent internal audit report suggested that Members of the Authority did not receive regular briefings on relevant strategic matters. It is therefore proposed to formalise Member briefings on a quarterly basis for the 2024/25 municipal year

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Jik Townson, Committee Services and Governance Officer
Jik.Townson@Westyorksfire.gov.uk 01274 682311 X 671340

Background papers open to inspection: None

Annexes: Member Strategic Briefings Schedule 2024/25

1. Introduction

- 1.1 A recent internal audit report suggested that members of the Authority did not receive regular briefings on relevant strategic matters. It is therefore proposed to formalise Member briefings on a quarterly basis for the 2024/25 municipal year. Briefings will be held as hybrid meetings, with Members able to attend either on Teams or in person at FSHQ.

2. Information

- 2.1 The AGM on 27 June 2024 marks the start of the WYFRA municipal year and strategic briefings are proposed to be held on:

- Monday 9 September 2024
- Monday 25 November 2024
- Monday 10 February 2025
- Monday 14 April 2025

The subject matter for each briefing will be publicised in advance of the briefings.

3. Financial Implications

- 3.1 There are no financial implications within this report.

4. Legal Implications

- 4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution.

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

- 6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance: No

7. Health, Safety and Wellbeing Implications

- 7.1 There are no health and safety 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 links with the Community Risk Management Plan 2022-25 strategic priorities below:

- Promote the health, safety, and wellbeing of all our people.
- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Provide ethical governance and value for money.
- Collaborate with partners to improve all of our services.
- Work in a sustainable and environmentally friendly way.
- Achieve a more inclusive workforce, which reflects the diverse communities we serve.
- Continuously improve using digital and data platforms to innovate and work smarter.

10. Conclusions

10.1 It is recommended that members approve the introduction of quarterly strategic briefings and the dates in the schedule are approved.

Strategic Briefings 2024/25

- Monday 9 September 2024 – Corporate Overview and Introduction to New Director of HR
- Monday 25 November 2024 – Culture Review
- Monday 10 February 2025 – Efficiency and Productivity Update
- Monday 14 April 2025 -

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Agenda item: 19

Calendar of Meetings 2024/25

Full Authority

Date: 27 June 2024

Submitted by: Director of Corporate Services

Purpose: To consider an amendment to the calendar of meetings 2024-25

Recommendations: That the revised calendar of meetings 2024 – 25 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. It is now proposed to revise the dates of various Committees as detailed below and in the revised calendar in Annex A to this report.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Jik Townson, Committee Services and Governance Officer.
01274 682311 Ext 671340
Jik.Townson@Westyorksfire.gov.uk

Background papers open to inspection: None

Annexes: Calendar of Meetings 2024/25

1. Introduction

- 1.1 The programme of meetings for the 2024 - 25 municipal year was originally approved at the February 2024 meeting of the Full Authority
- 1.2 Amendments are now proposed in respect of the date of the People and Culture Committee (formally Human Resources Committee), the Local Pension Board, the April committees and the 2025 AGM, due to external factors.
- 1.3 An Extraordinary General Meeting is also proposed for 12 July 2024 at 11:30am, or upon the rising of the Community Safety Committee, whichever is the earlier.

2. Information

- 2.1 The date of the People and Culture Committee and the Local Pension Board has been amended due to the change of date of the Authority AGM, the date of the general election and previously booked annual leave.
- 2.2 Consideration has been given to a request from the Chief Finance and Procurement Officer to move the date of the April Authority Committee meetings as detailed in appendix A to this report due to external fixed deadlines.
- 2.3 The date of the 2025 AGM has been amended in accordance with the date of this year's AGM.

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 is satisfied it is presented in compliance with the Authority's Constitution.

5. Human Resource and Diversity Implications

- 5.1 There are no direct human resource or diversity implications arising from this report

6. Equality Impact Assessment

- 6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance?: No

7. Health, Safety and Wellbeing Implications

7.1 There are no direct health safety and wellbeing implications arising from this report

8. Environmental Implications

8.1 There are no direct environmental implications arising from this report;

9. Your Fire and Rescue Service Priorities

9.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below:

- Provide ethical governance and value for money.
- Collaborate with partners to improve all of our services.
- Work in a sustainable and environmentally friendly way.

10. Conclusions

10.1 It is recommended members approve the revised committee dates.

West Yorkshire Fire And Rescue Authority

Programme of Meetings 2024 / 2025

Friday 10.30AM Audit Committee	Friday 10.30AM Community Safety Committee	Friday 10.30AM Finance and Resources Committee	Friday 10.30AM People and Culture Committee	Friday 12:00 Local Pension Board (Upon Rising Of P&C)	Friday 10.30AM Authority
					EGM Friday 12 July 2024
26 July 2024	12 July 2024	19 July 2024	2 August 2024	2 August 2024	Friday 27 September 2024
25 October 2024	11 October 2024	18 October 2024	4 October 2024		Friday 13 December 2024
7 February 2025	24 January 2025	31 January 2025	17 January 2025	17 January 2025	Thursday 27 February 2025
25 April 2025	11 April 2025	17 April 2025 (Thurs)	4 April 2025		Thursday 19 June 2025 (AGM)

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Agenda item: 20

Performance Management Report 2023/24

Full Authority

Date: 27 June 2024

Submitted by: Director of Corporate Services

Purpose: To inform Members of the Authority's performance against key performance indicators

Recommendations: That Members note the content of 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
Head of Corporate Services
alison.davey@westyorksfire.gov.uk
01274 682311

Background papers open to inspection: None

Annexes: Performance Management Report 2023/24

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.

2. Information

2.1 The report shows a summary of the cumulative performance for the period 1 April 2023 to 31 March 2024 against each of the indicators.

2.2 The Performance Management and Activity Report is monitored quarterly by Management Team and the Full Authority.

2.3 An abridged version of the Performance Management Report is presented quarterly to the Audit Committee highlighting where targets are not being achieved.

3. Financial Implications

3.1 There are no financial implications arising from this report.

4. Legal Implications

4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution.

5. Human Resource and Diversity Implications

5.1 There are no HR and Diversity implications arising from this report.

6. Equality Impact Assessment

6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? No

7. Health, Safety and Wellbeing Implications

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

8. Environmental Implications

8.1 There are no environmental implications arising from this report.

9. Your Fire and Rescue Service Priorities

9.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below:

- Improve the safety and effectiveness of our firefighters.
- Promote the health, safety, and wellbeing of all our people.
- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Focus our prevention and protection activities on reducing risk and vulnerability.
- Provide ethical governance and value for money.
- Collaborate with partners to improve all of our services.
- Work in a sustainable and environmentally friendly way.
- Achieve a more inclusive workforce, which reflects the diverse communities we serve.
- Continuously improve using digital and data platforms to innovate and work smarter.
- Plan and deploy our resources based on risk.

10. Conclusions

10.1 That members note the content of the report.



Performance Management Report Fire Authority

Period Covered:

01 April 2023

31 March 2024





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Response Times
Safe and Wells
SSRI

This report provides a summary of our progress across the Service based on the date ranges below.

Period Covered:

Financial Year	2023-24	
Date Range	01 April 2023	31 March 2024

IMPORTANT: The data provided 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. Data may change due to incident reports that have been updated due to amendment. The data is accurate at time of creation of the report.

This report is comparing the date range above against:

Previous Year Comparison Date Range	01 April 2022	31 March 2023
3 Year Average Comparison Period	01 April 2022 01 April 2021 01 April 2020	31 March 2023 31 March 2022 31 March 2021
Colour Key	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; margin: 5px;">Positive Arrows</div> <div style="border: 1px solid black; background-color: #ff4500; padding: 5px; margin: 5px;">Negative Arrows</div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; background-color: #0056b3; color: white; padding: 5px; margin: 5px;">Positive Charts</div> <div style="border: 1px solid black; background-color: #ff4500; color: white; padding: 5px; margin: 5px;">Negative Charts</div> </div> <p style="font-size: small; margin-top: 10px;">*When doing a comparison the key above is used. In all other cases graphs, charts and visuals are using contrasting colours to support accessibility.</p>	

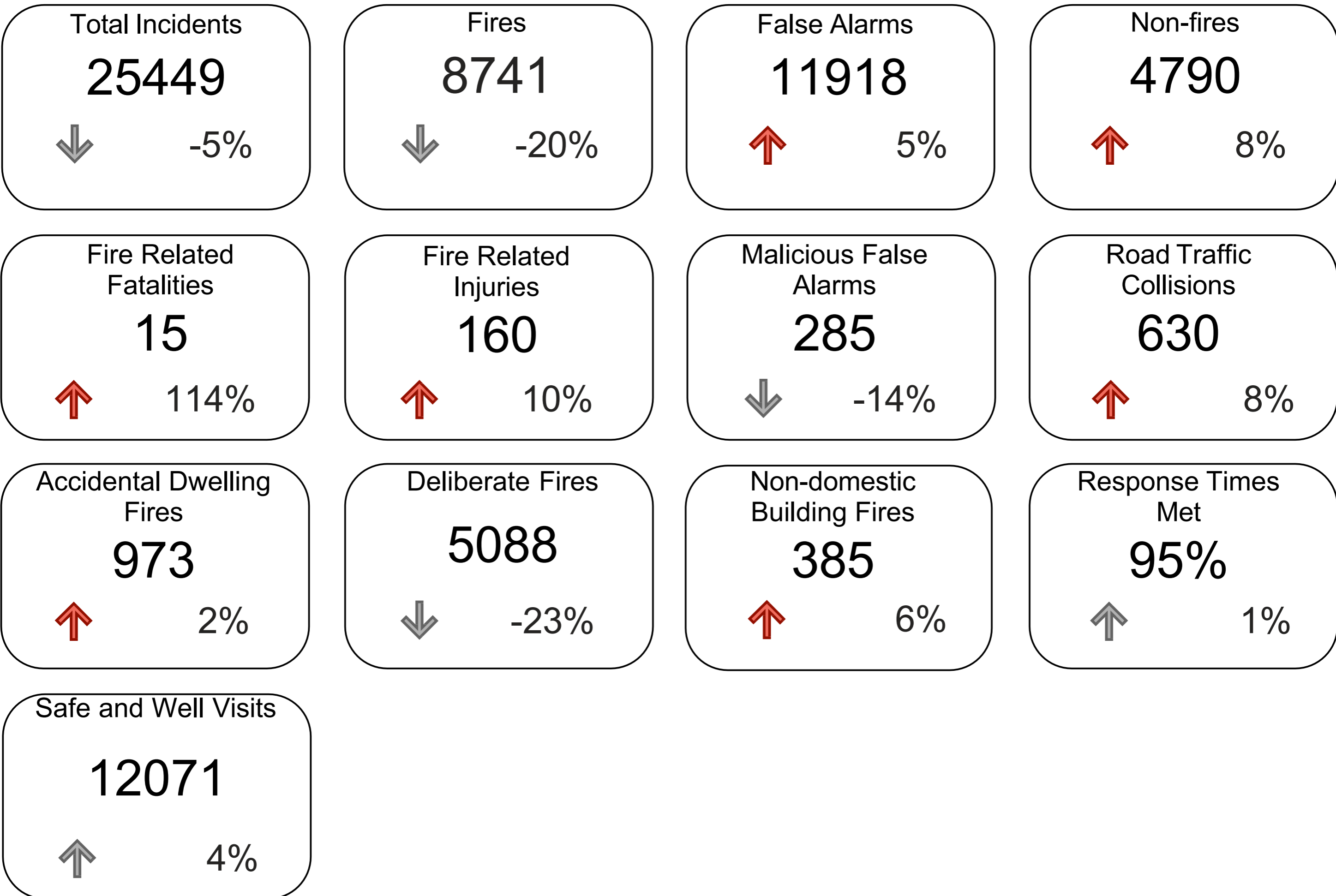
Due to seasonality **Previous Year** and **3 Year Average** comparison are based on selected range and not the whole of the previous year.

Performance Summary

Arrows display percentage(%) increase/decrease on previous year to current financial year.
The comparison range is based on selected date range.

This report is comparing: 01 April 2023
Against: 01 April 2022

31 March 2024
31 March 2023



Incident Demand by Time of Day

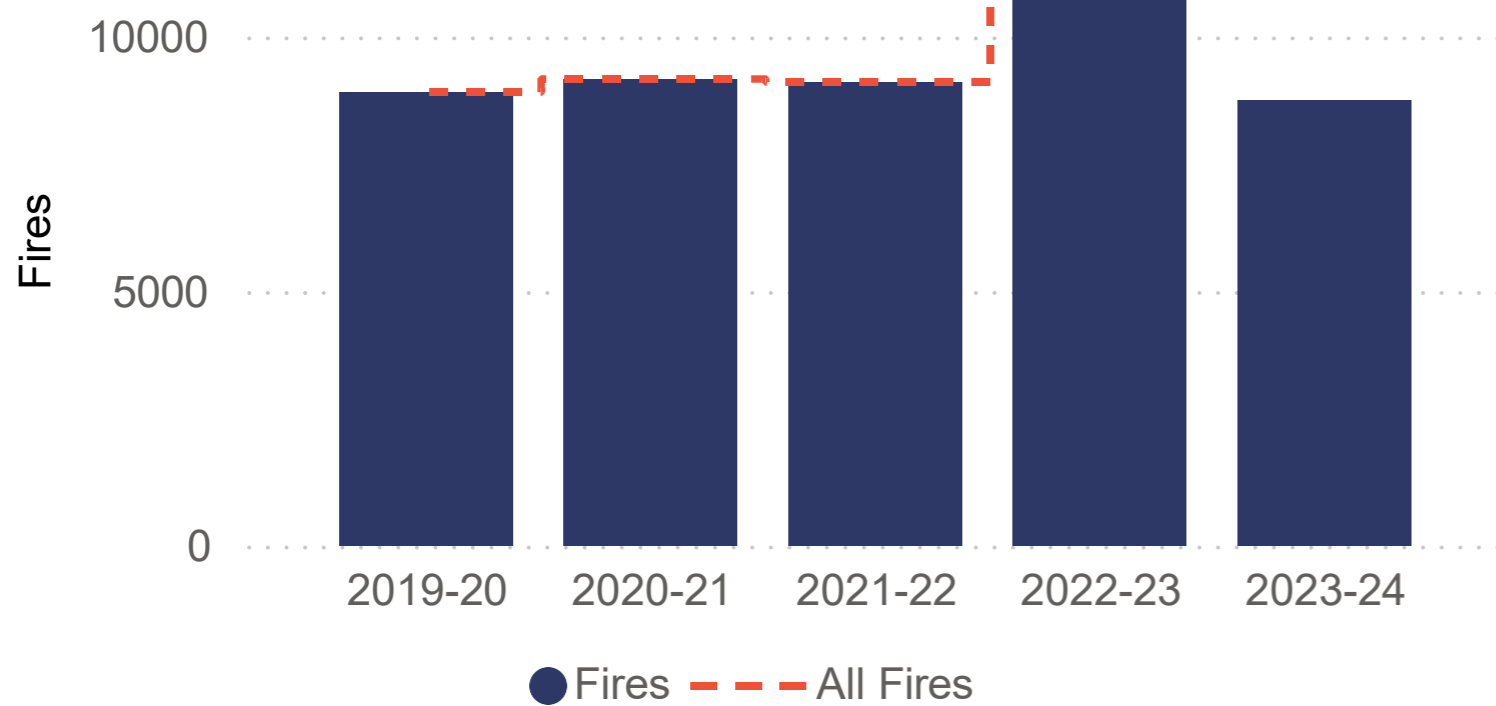
Day	08:00-08:59	09:00-09:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59	21:00-21:59	22:00-22:59	23:00-23:59	00:00-00:59	01:00-01:59	02:00-02:59	03:00-03:59	04:00-04:59	05:00-05:59	06:00-06:59	07:00-07:59
Mon	90	112	116	139	147	177	152	174	212	243	240	255	224	167	149	129	131	110	79	75	67	62	85	81
Tue	98	123	149	126	153	155	169	192	198	247	241	314	255	205	186	158	129	68	91	70	77	71	79	87
Wed	104	111	142	147	173	163	174	151	180	230	264	223	240	201	178	143	114	99	79	80	66	54	56	79
Thu	98	134	148	166	146	168	210	182	206	247	250	262	235	192	168	136	113	108	92	62	62	53	67	103
Fri	105	112	108	174	172	157	171	218	216	217	262	240	231	244	212	155	105	100	73	70	64	54	79	108
Sat	100	112	133	155	175	159	193	202	221	247	234	272	264	226	193	161	147	117	113	93	80	61	63	94
Sun	76	123	130	143	155	171	178	228	247	266	295	272	268	217	182	148	171	96	88	93	72	79	75	98

Fires

01 April 2023

31 March 2024

Fires by Financial Year



All Fires (red dotted line) shows the total figure for the financial year. The bars show the value for selected date range.

Fires Previous Year To Date Comparison

District	% increase/decrease on previous year	3 Year Average
Bradford	-10%	↓
Calderdale	-19%	↓
Kirklees	-26%	↓
Leeds	-24%	↓
Wakefield	-21%	↓

3 Year average indicator shows if current number of Fires this financial year is an increase/decrease of fires against the 3 year average. Looking at only the comparison range.

Fires by Property Type

Outdoor	5707
Building	1847
Road Vehicle	1185
Other transport vehicle	2

Fires by Category

Fire Classification	Accidental	Deliberate
Chimney Fire	0.56%	
Primary Fire	20.68%	13.02%
Secondary Fire	20.55%	45.19%

Fires by Building Property Type

Dwelling	1125
Non Residential	684
Other Residential	38

Fires by Outdoor Property Type

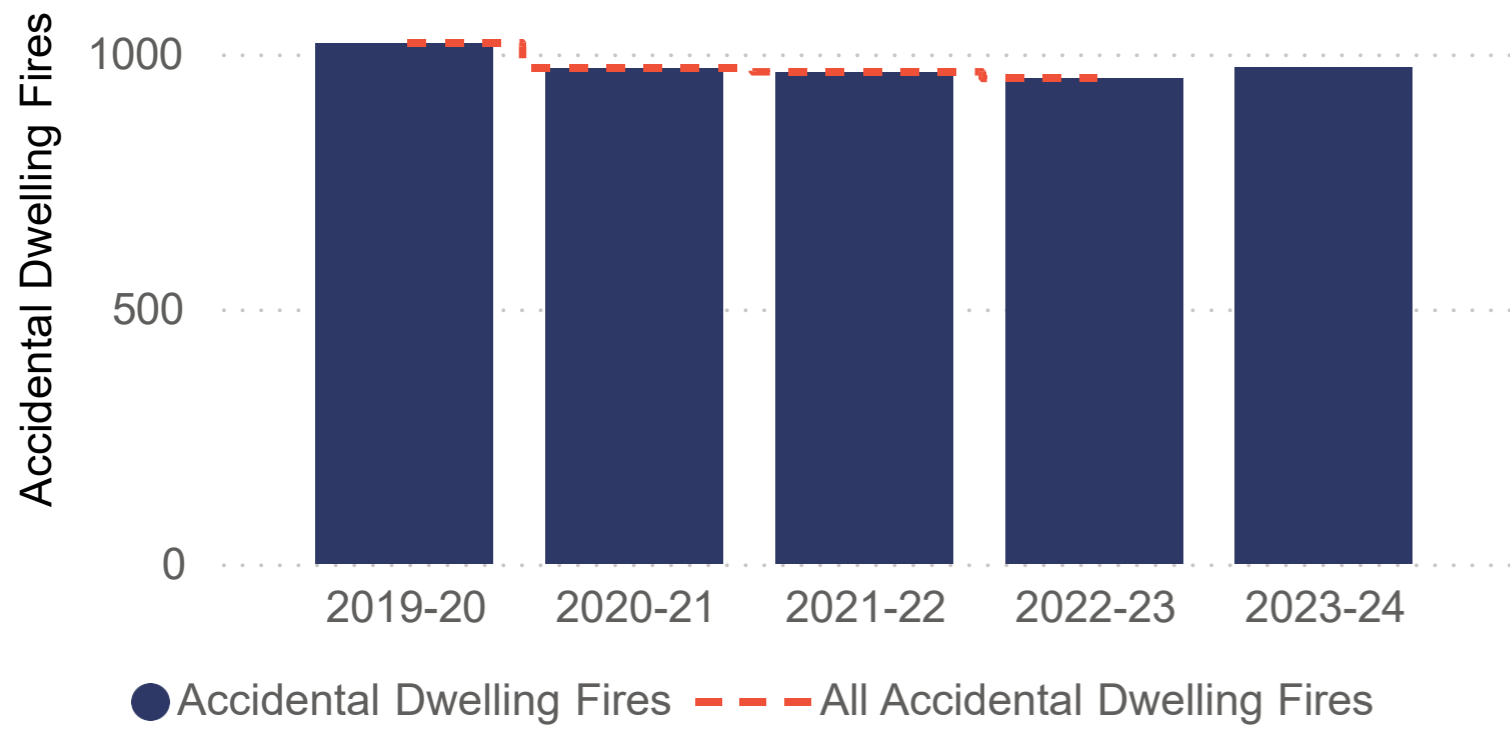
Other outdoors (including land)	2436
Outdoor structures	1777
Grassland, woodland and crops	1412
Outdoor equipment and machinery	82

Accidental Dwelling Fires

01 April 2023

31 March 2024

Accidental Dwelling Fires by Financial Year



All ADF (red dotted line) shows the total figure for the financial year.
The bars show the value for selected date range.

Accidental Dwelling Fires Previous Year To Date Comparison

District	% increase/decrease on previous year	3 Year Average
Bradford	11%	↑
Calderdale	19%	↑
Kirklees	-3%	↑
Leeds	-1%	↓
Wakefield	-10%	↓

3 Year average indicator shows if current number of ADF this financial year is an increase/decrease of ADF against the 3 year average. Looking at only the comparison range.

Accidental Dwelling Fires by Property Type

House - single occupancy	611
Purpose Built Flat/Maisonette - multiple occupancy	176
Converted Flat/Maisonette - multiple occupancy	71
Self contained Sheltered Housing	47
Bungalow - single occupancy	43
Licensed HMO	14
Unknown if licensed HMO	9
caravan/mobile home (permanent dwelling)	1
Other Dwelling	1

Top Fire Cause

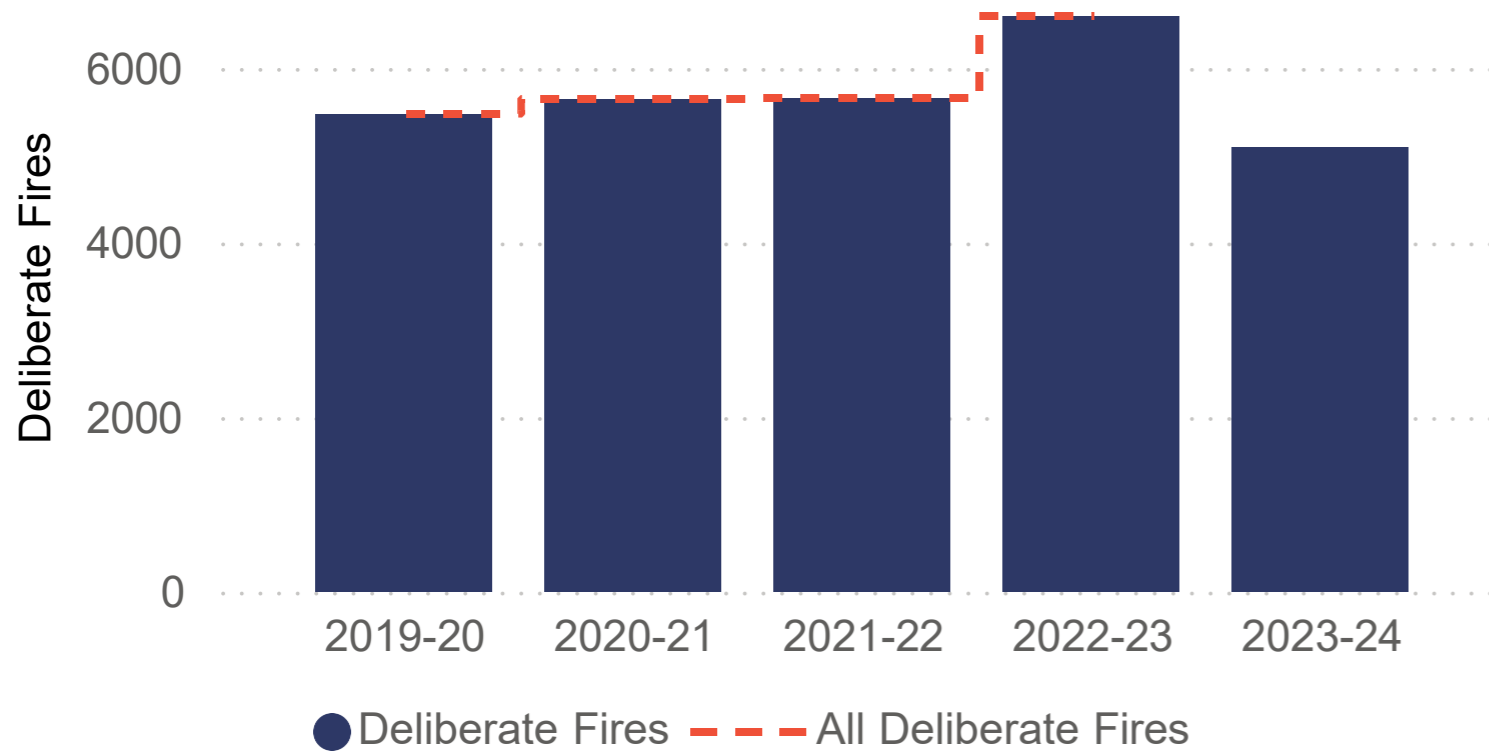
Accidental - Cooking - other cooking

Deliberate Fires

01 April 2023

31 March 2024

Deliberate Fires by Financial Year



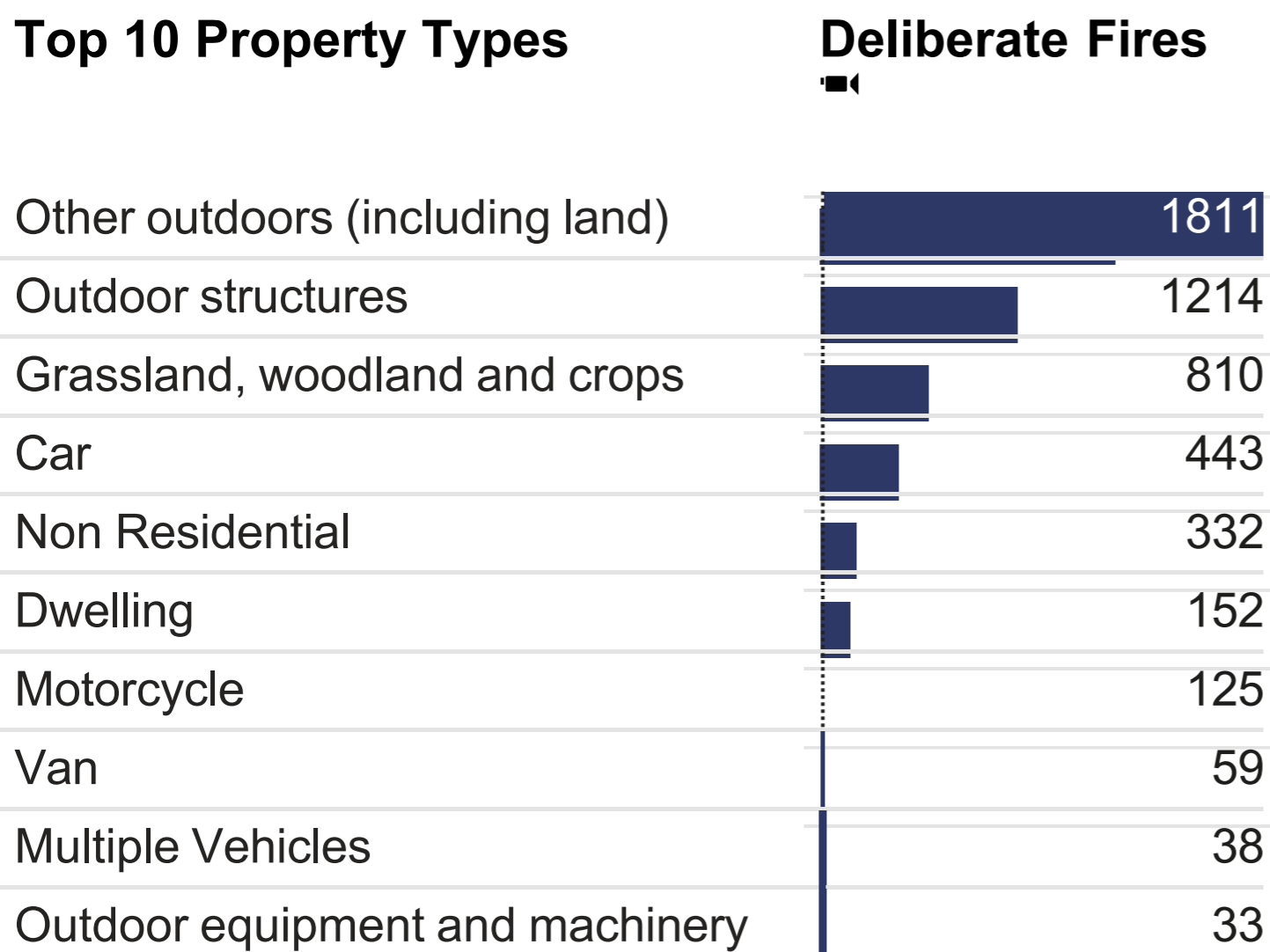
All Deliberate Fires (red dotted line) shows the total figure for the financial year. The bars show the value for selected date range.

Deliberate Fires Previous Year To Date Comparison

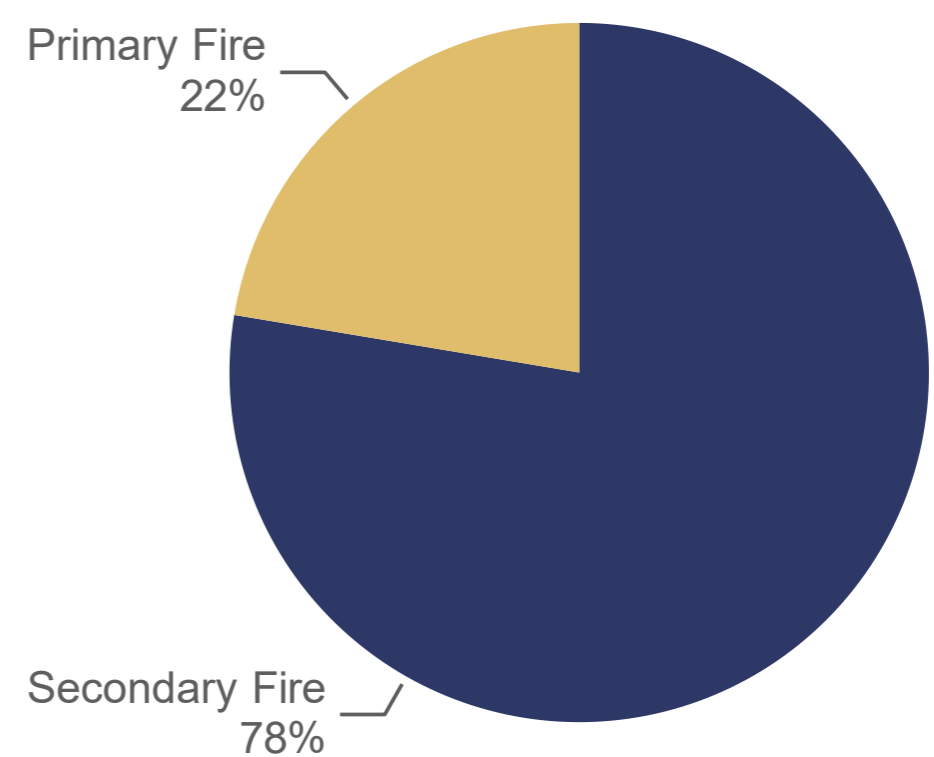
District	% increase/decrease on previous year	3 Year Average
Bradford	-16%	↓
Calderdale	-20%	↓
Kirklees	-33%	↓
Leeds	-25%	↓
Wakefield	-25%	↓

3 Year average indicator shows if current number of Deliberate Fires this financial year is an increase/decrease of Deliberate Fires against the 3 year average. Looking at only the comparison range.

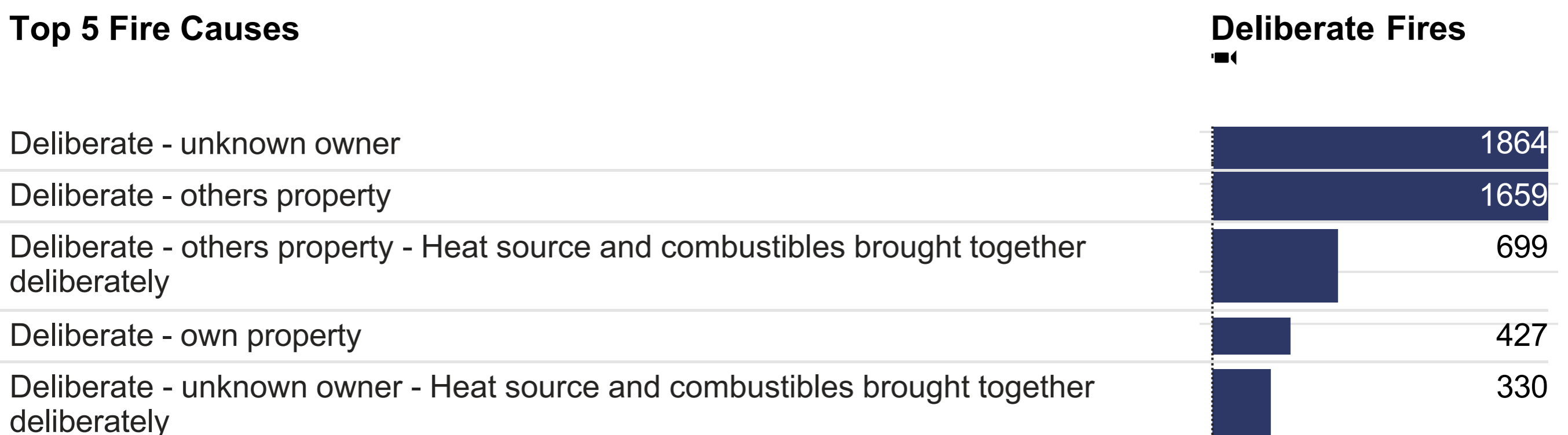
Top 10 Property Types



Deliberate Fires by Primary or Secondary



Top 5 Fire Causes

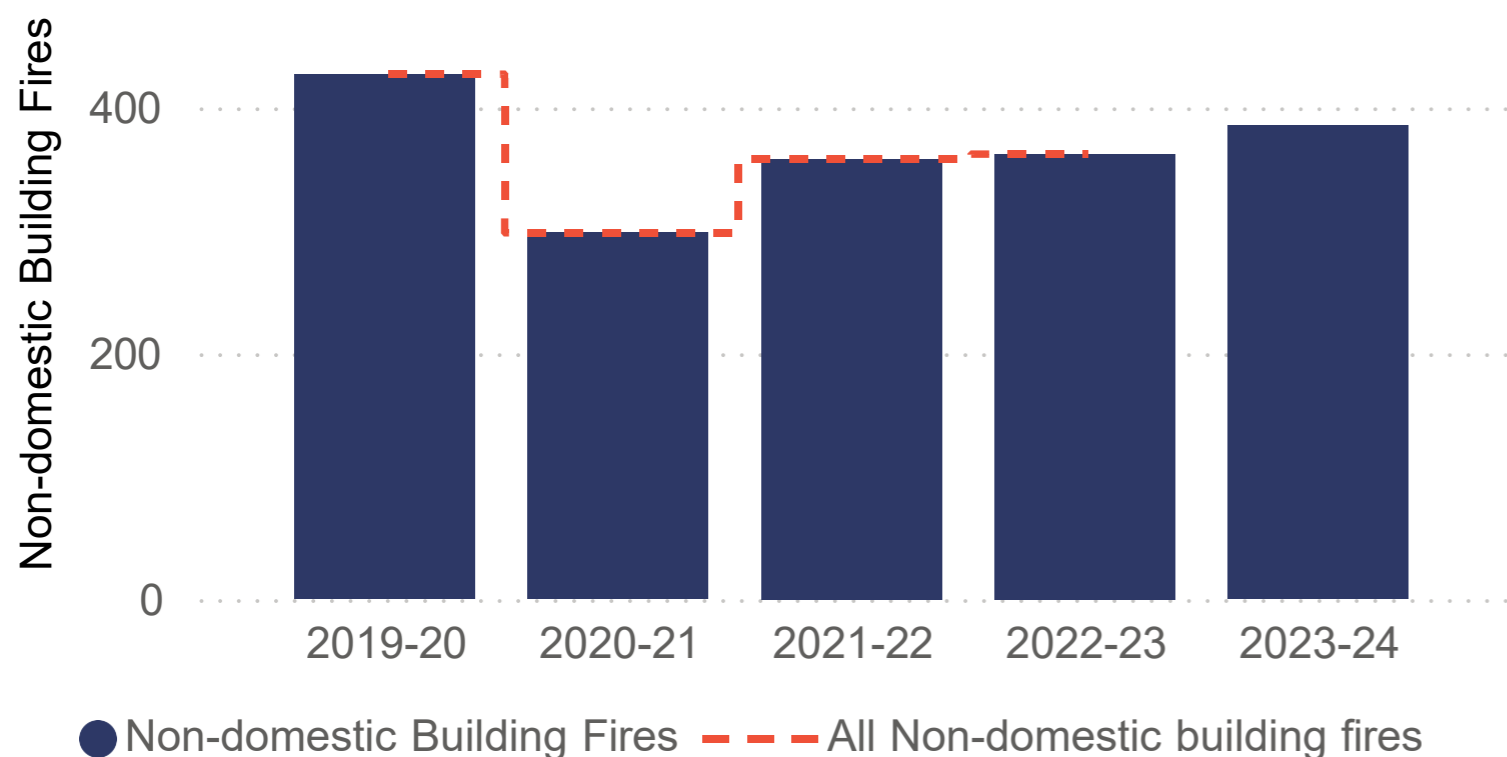


Non-domestic Fires

01 April 2023

31 March 2024

Non-domestic Building Fires by Financial Year



All Non-domestic Building Fires (red dotted line) shows the total figure for the financial year.

The bars show the value for selected date range.

Non-domestic Building Fires Previous Year To Date Comparison

District	% increase/decrease on previous year	3 Year Average
Bradford	6%	↑
Calderdale	-20%	↓
Kirklees	-4%	↓
Leeds	19%	↑
Wakefield	-2%	↑

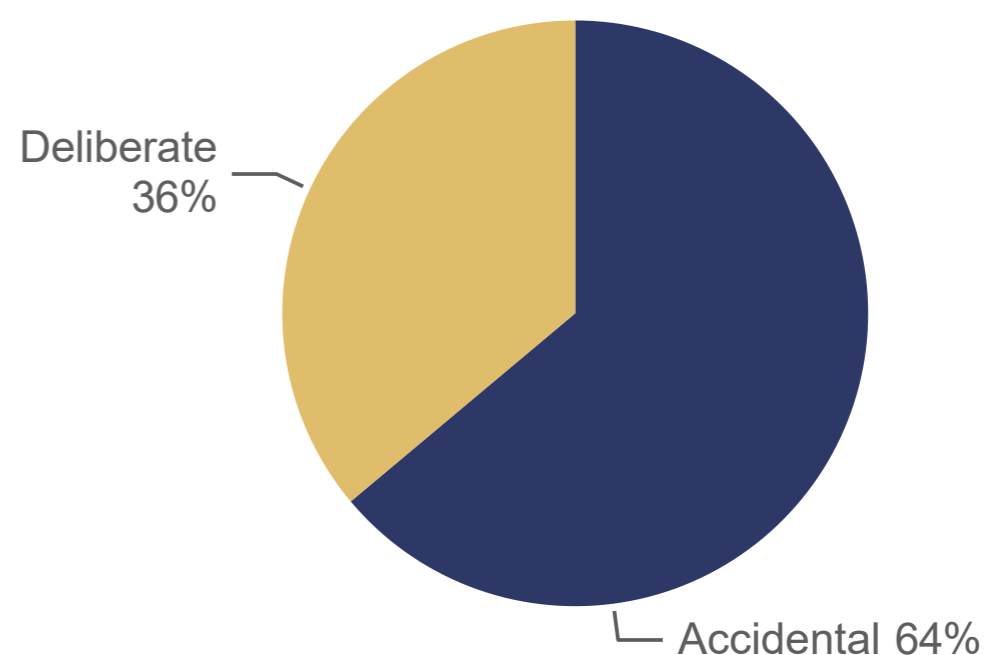
3 Year average indicator shows if current number of Non-domestic Building Fires this financial year is an increase/decrease of Non-domestic Building fires against the 3 year average. Looking at only the comparison range.

Top 5 Property Types

Non-domestic Building Fires

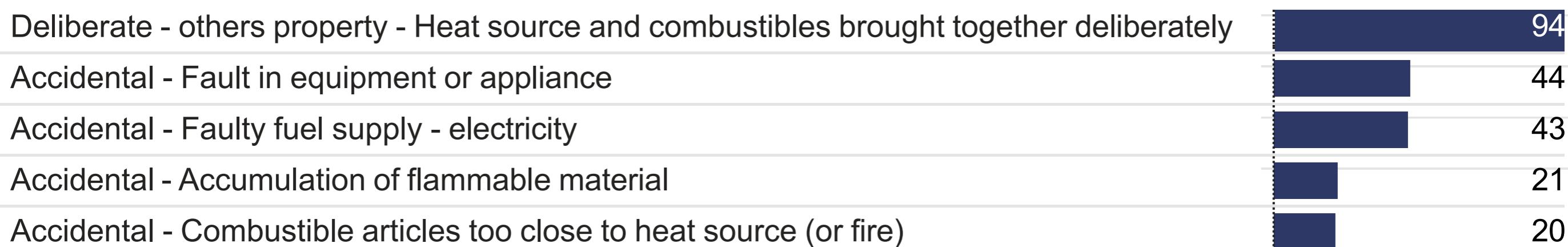


Non-domestic Building Fires by Accidental or Deliberate Fires



Top 5 Fire Causes

Non-domestic Building Fires

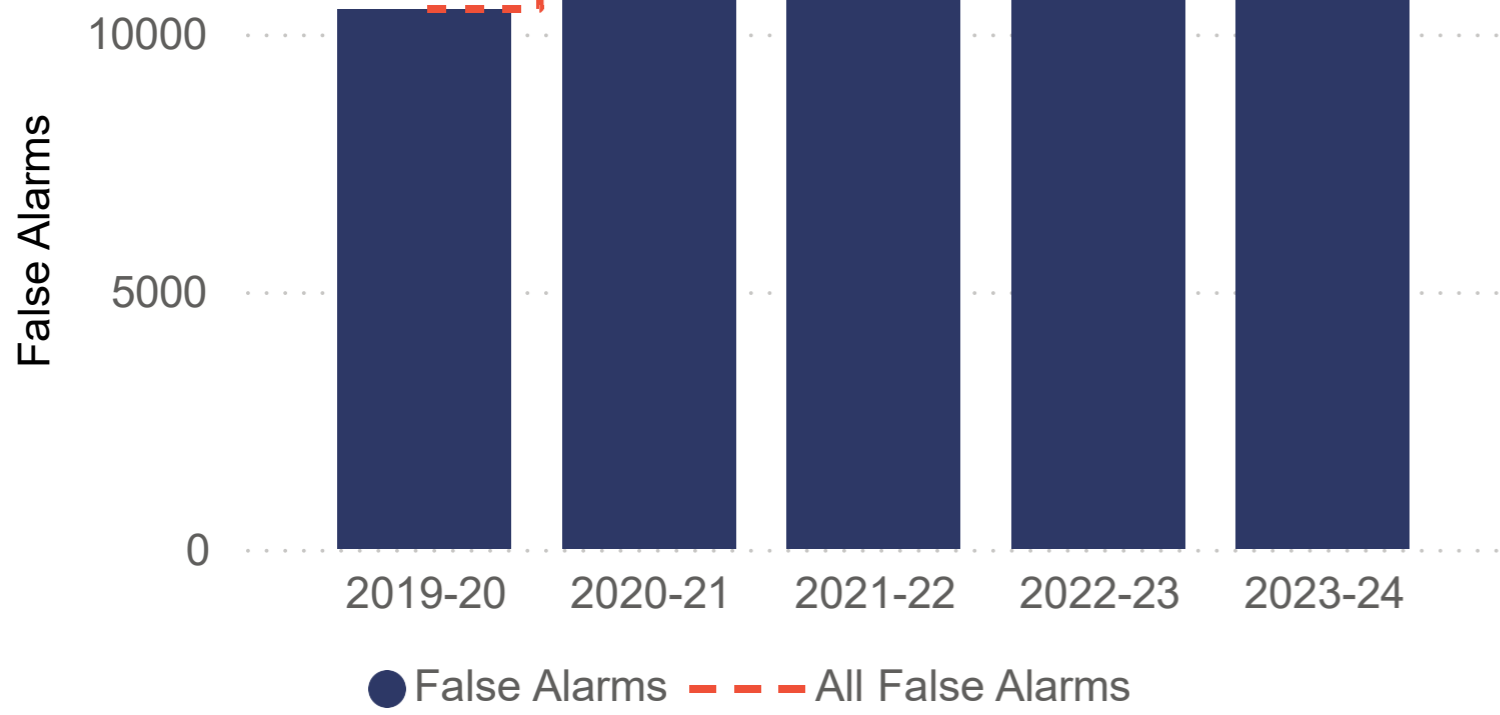


False Alarms

01 April 2023

31 March 2024

False Alarms by Financial Year



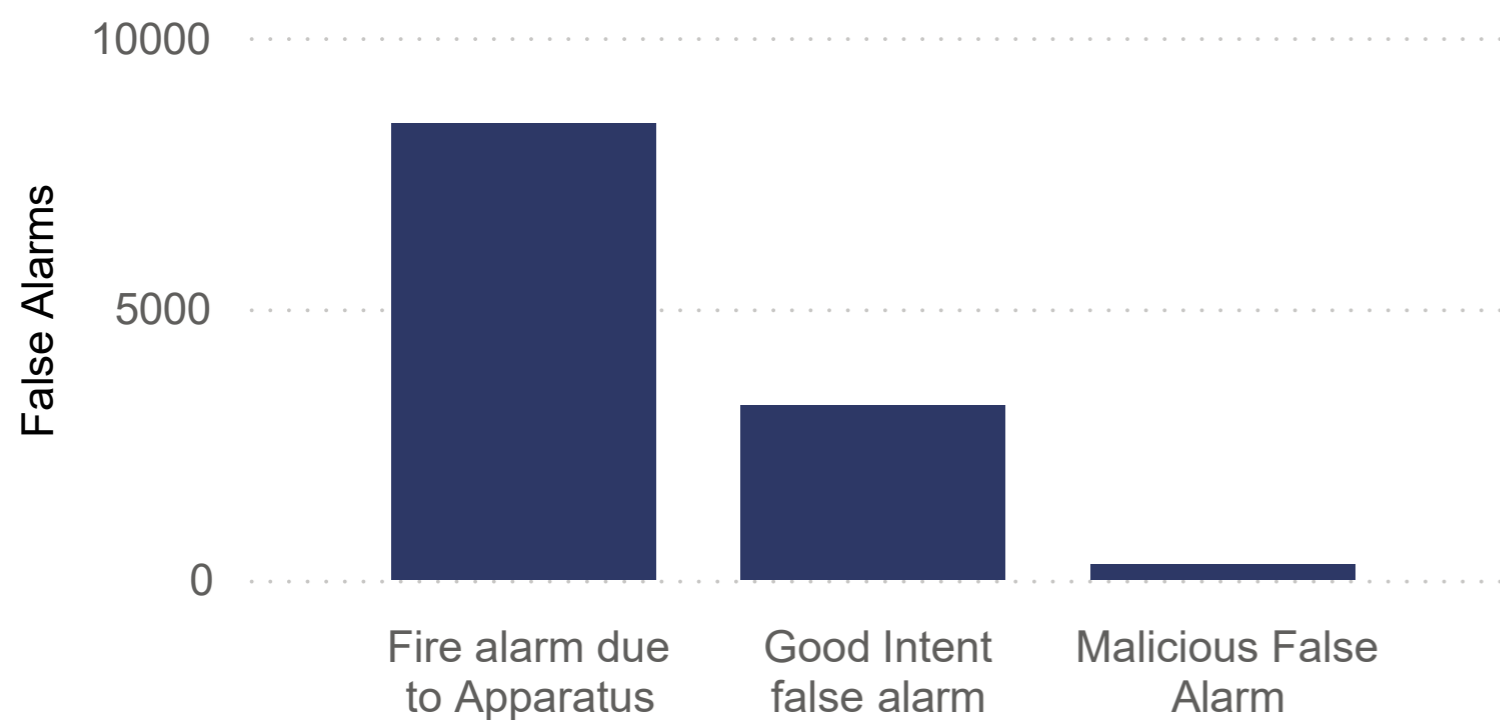
All False Alarms (red dotted line) shows the total figure for the financial year. The bars show the value for selected date range.

False Alarms Previous Year To Date Comparison

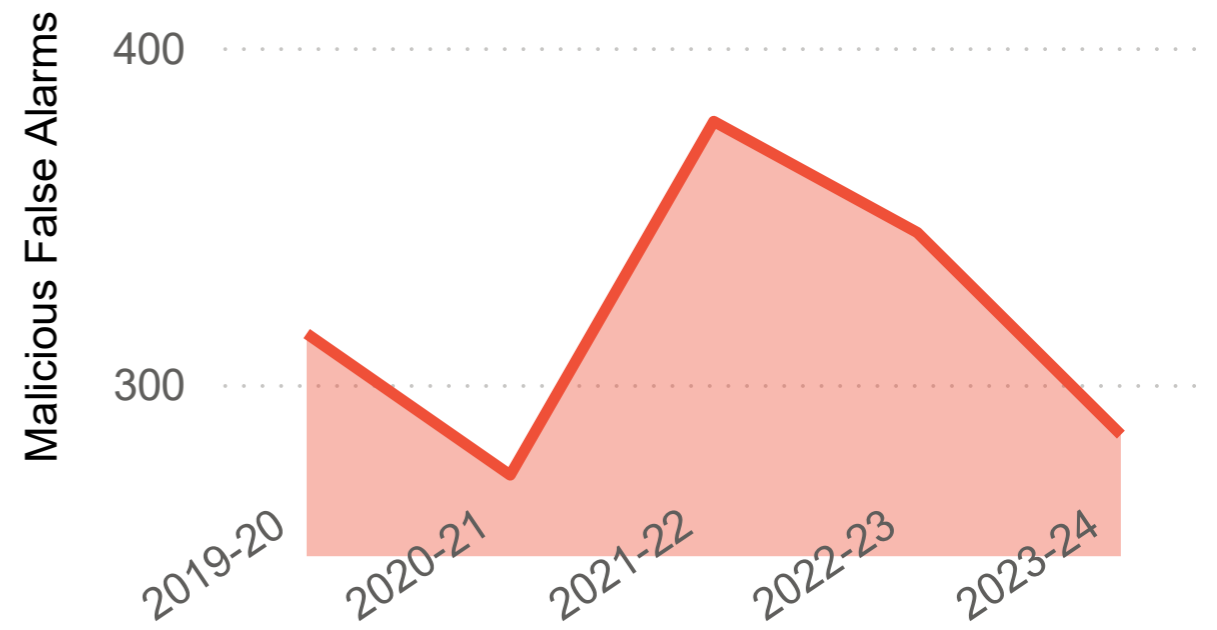
District	% increase/decrease on previous year	3 Year Average
Bradford	5%	↑
Calderdale	9%	↑
Kirklees	-4%	↓
Leeds	6%	↑
Wakefield	18%	↑

3 year average indicator shows if current number of False Alarms this financial year is an increase/decrease of False Alarms against the 3 year average. Looking at only the comparison range.

False Alarm by Reason



Malicious False Alarms by Financial Year



Top Dwelling Properties

Purpose Built
Flat/Maisonette - multiple occupancy

Top Other Residential Buildings Properties

Residential Home

Top Non-Residential Building

Education

Top Dwelling Reason

Cooking/burnt toast

Top Other Residential Building Reason

Faulty

Top Non-Residential Reason

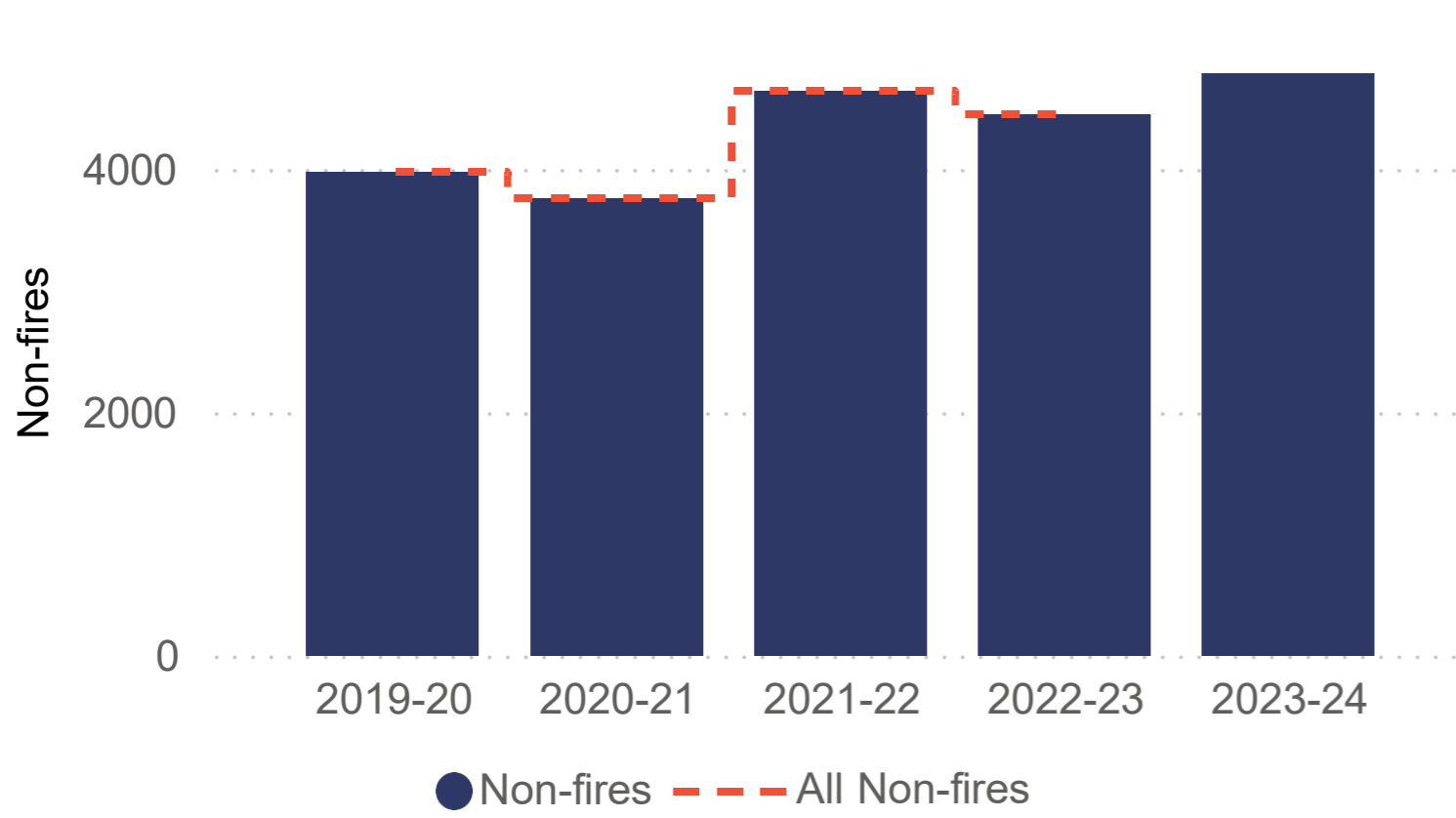
Faulty

Non-fires

01 April 2023

31 March 2024

Non-fires by Financial Year



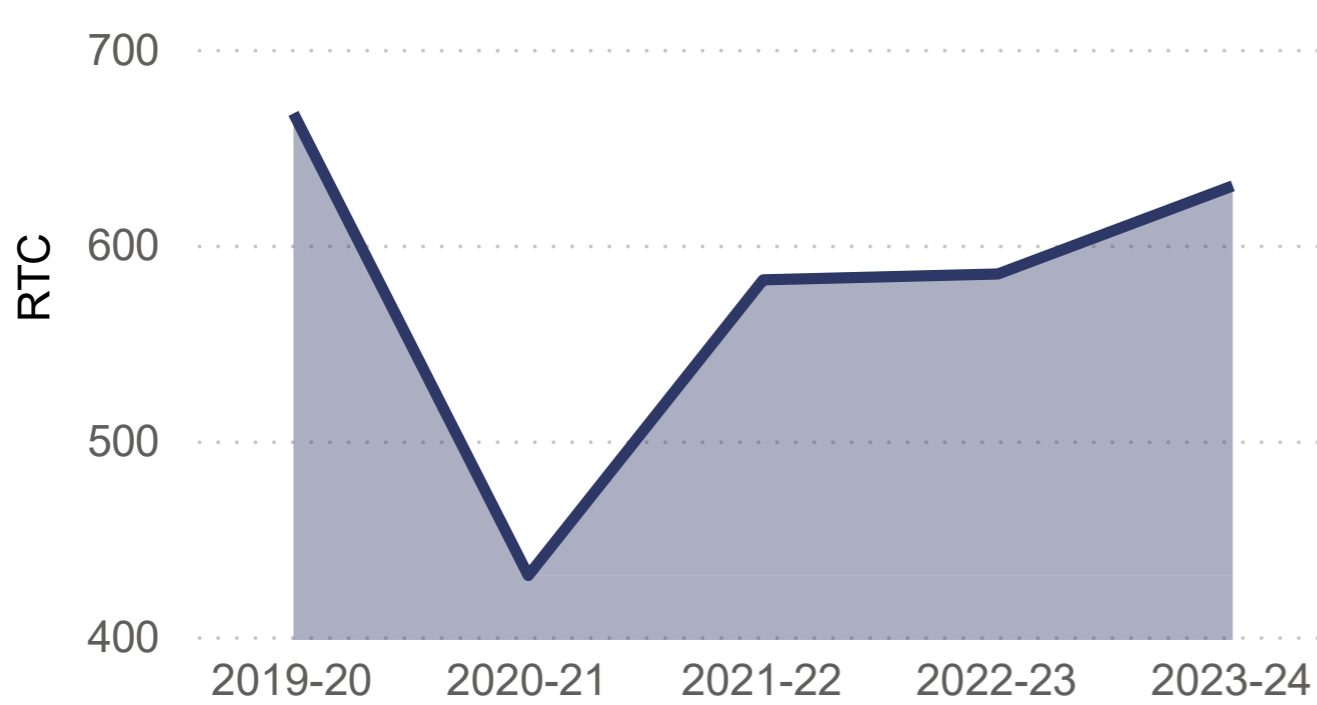
All Non-fires (red dotted line) shows the total figure for the financial year. The bars show the value for selected date range.

Non-fires Previous Year To Date Comparison

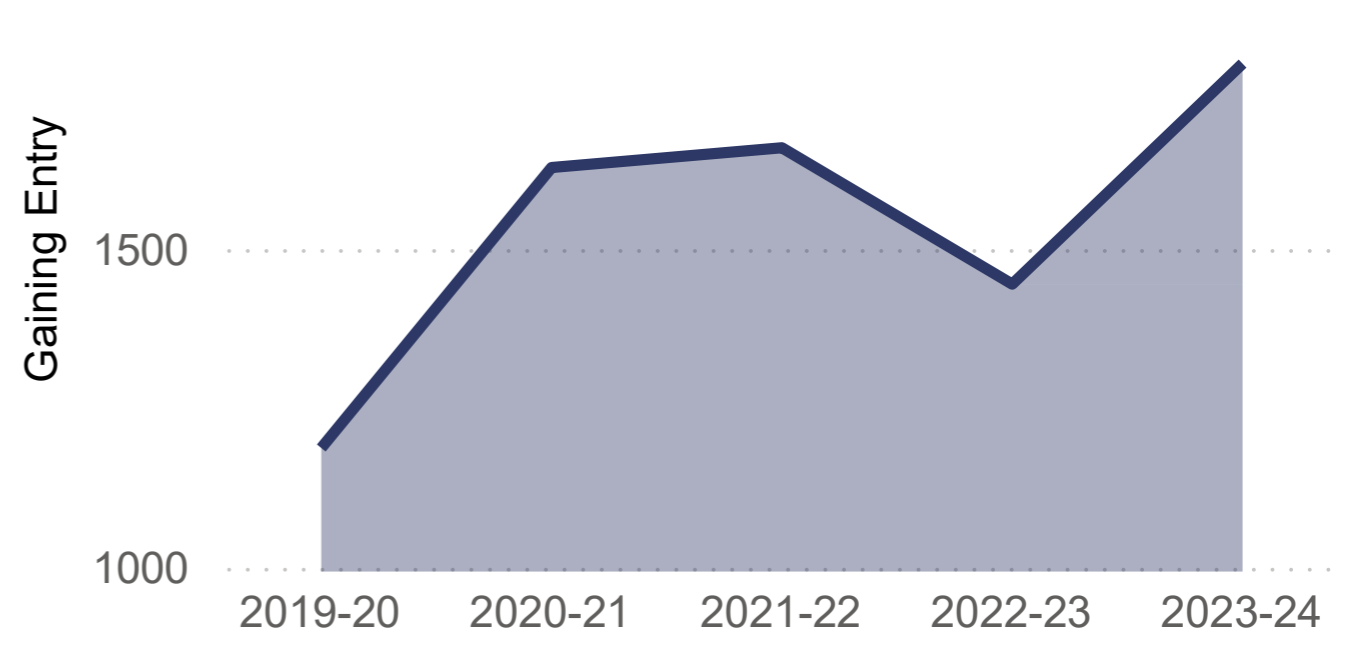
District	% increase/decrease on previous year	3 Year Average
Bradford	18%	↑
Calderdale	0%	↑
Kirklees	7%	↑
Leeds	1%	↑
Wakefield	14%	↑

3 Year average indicator shows if current number of Non-fires this financial year is an increase/decrease of Non-fires against the 3 year average. Looking at only the comparison range.

Road Traffic Collisions by Financial Year



Gaining Entry Cause for Concern by Financial Year



Top 5 Non-fire Types

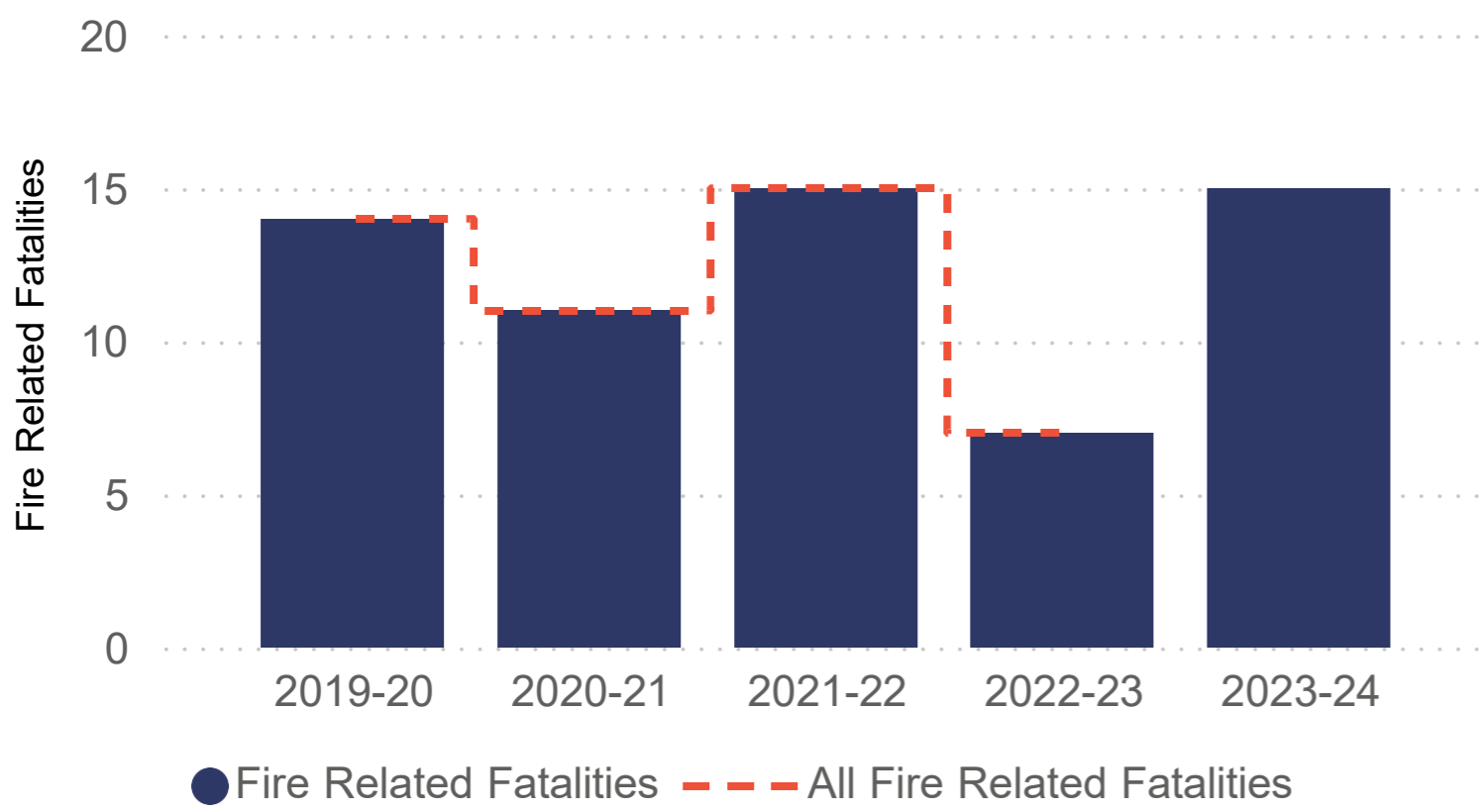
Non-fire Type	Count
Effecting entry/exit	1270
Assist other agencies	1008
RTC	635
No action (not false alarm)	305
Lift Release	256

Fire Related Fatalities

01 April 2023

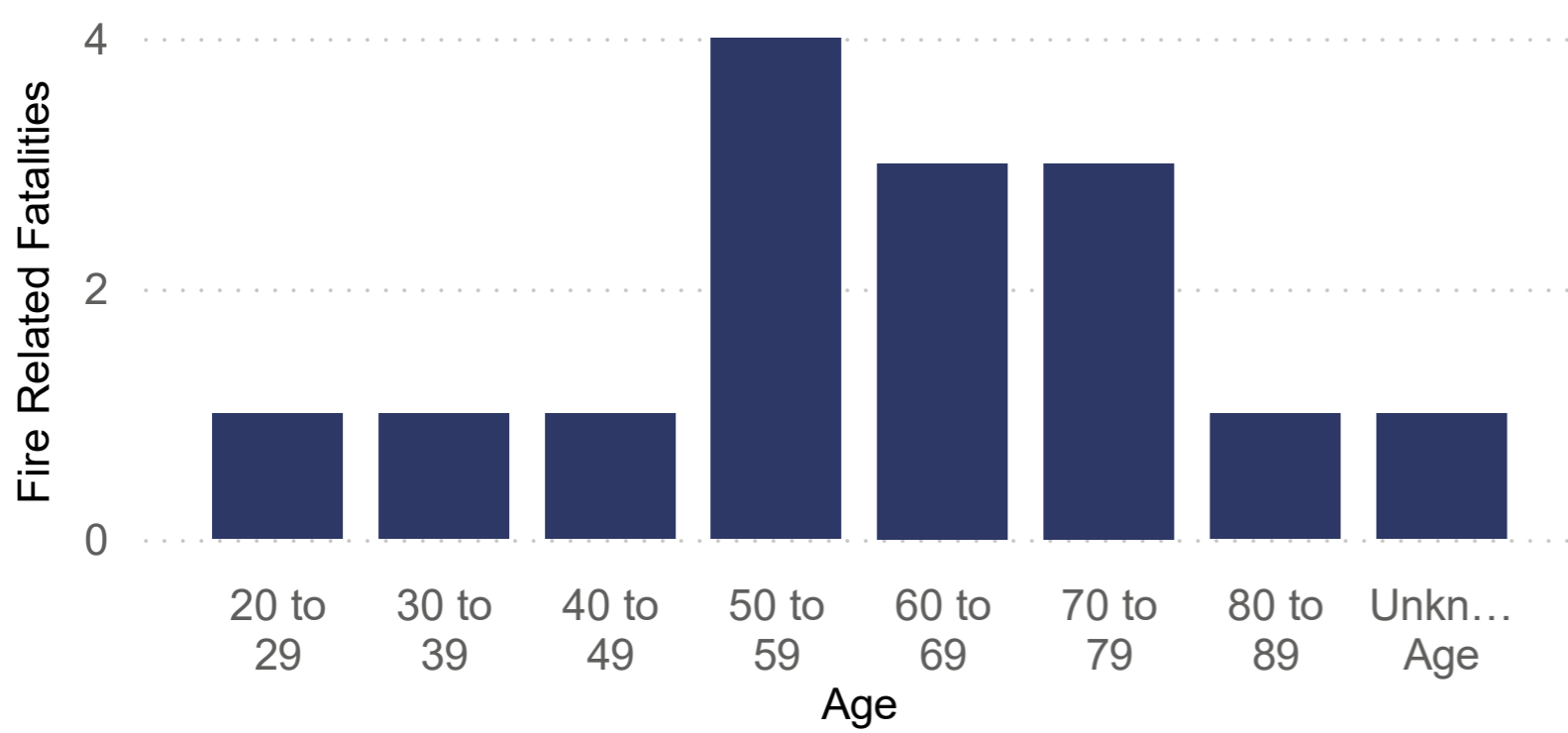
31 March 2024

Fire Related Fatalities by Financial Year

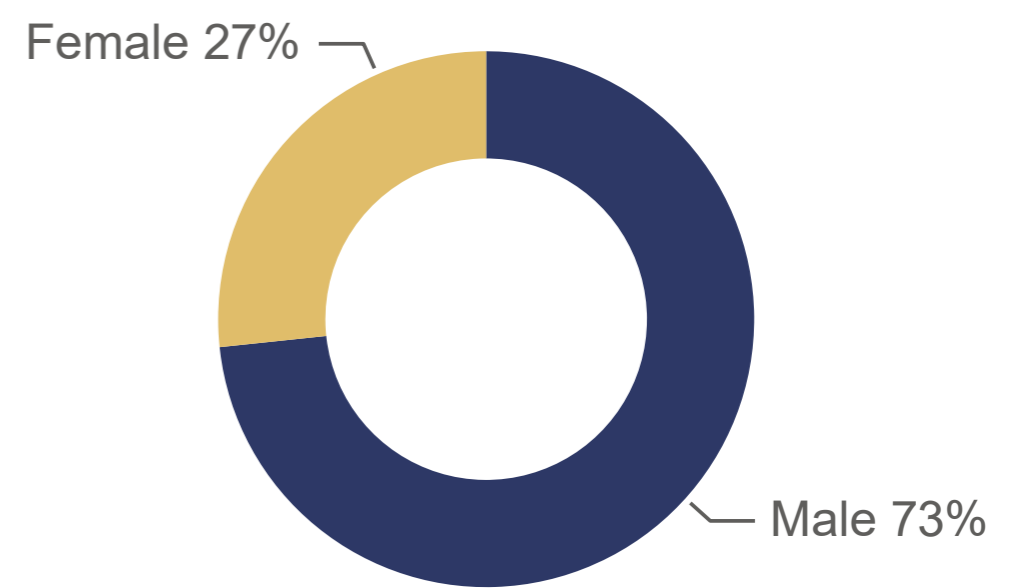


All Fire Related Fatalities (red dotted line) shows the total figure for the financial year.
The bars show the value for selected date range.

Fire Related Fatalities by Age



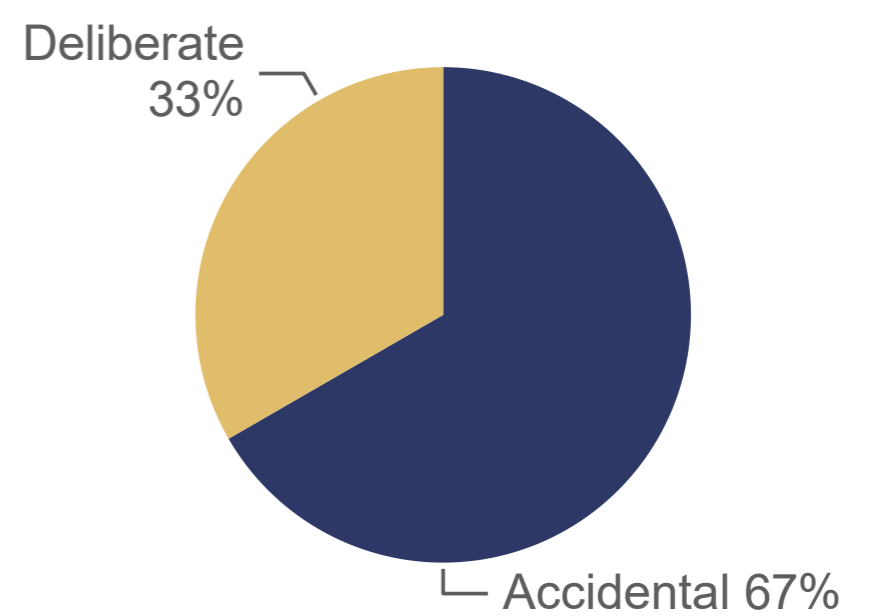
Fire Related Fatalities by Gender



Fire Related Fatalities by Property Type

Property Type	Fire Related Fatalities
House - single occupancy	6
Purpose Built Flat/Maisonette - multiple occupancy	3
Bungalow - single occupancy	2
Converted Flat/Maisonette - multiple occupancy	1
Loose refuse (incl in garden)	1
Private Garden Shed	1

Fire Related Fatalities by Accidental or Deliberate Fires

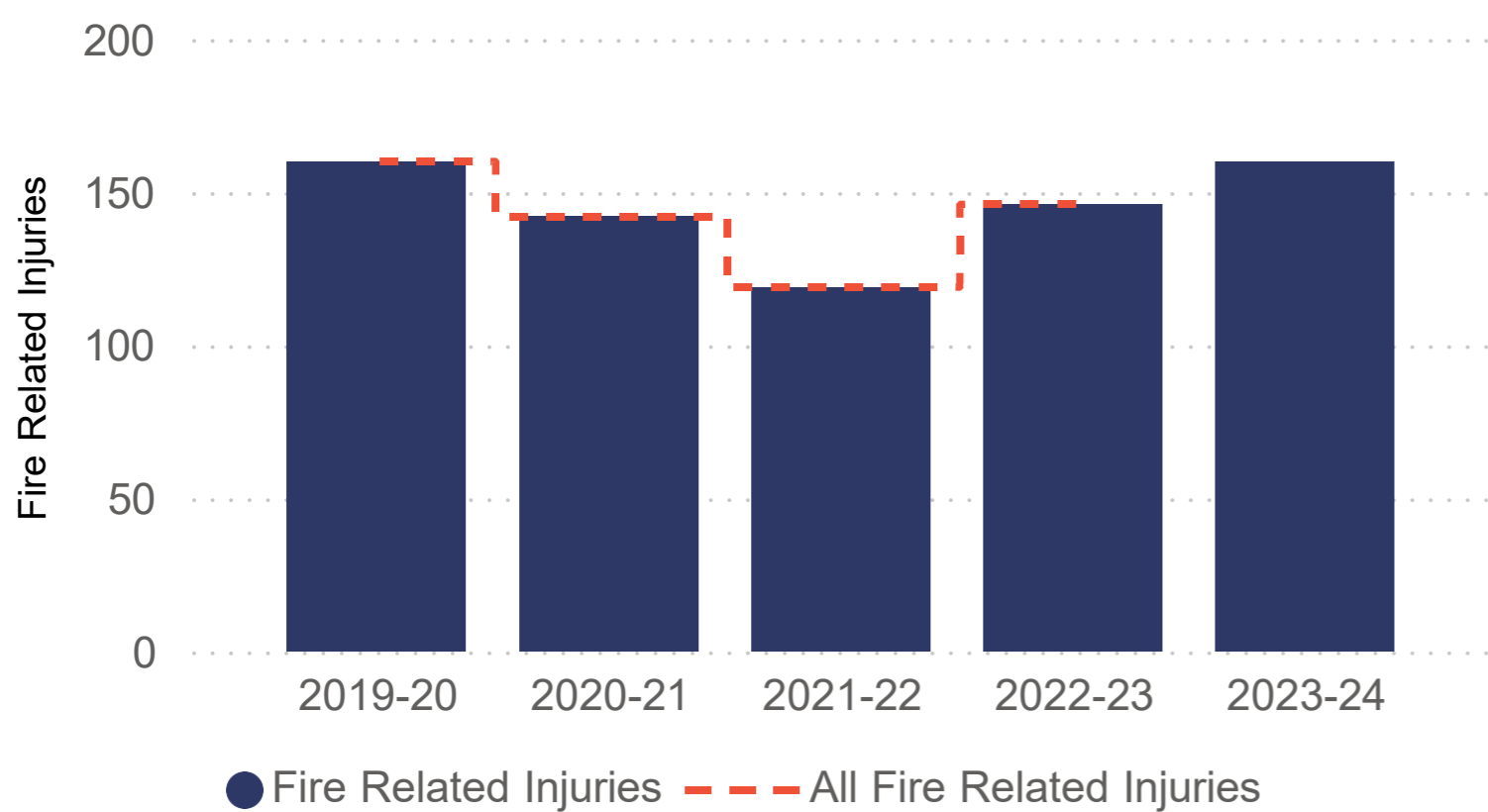


Fire Related Injuries

01 April 2023

31 March 2024

Fire Related Injuries by Financial Year



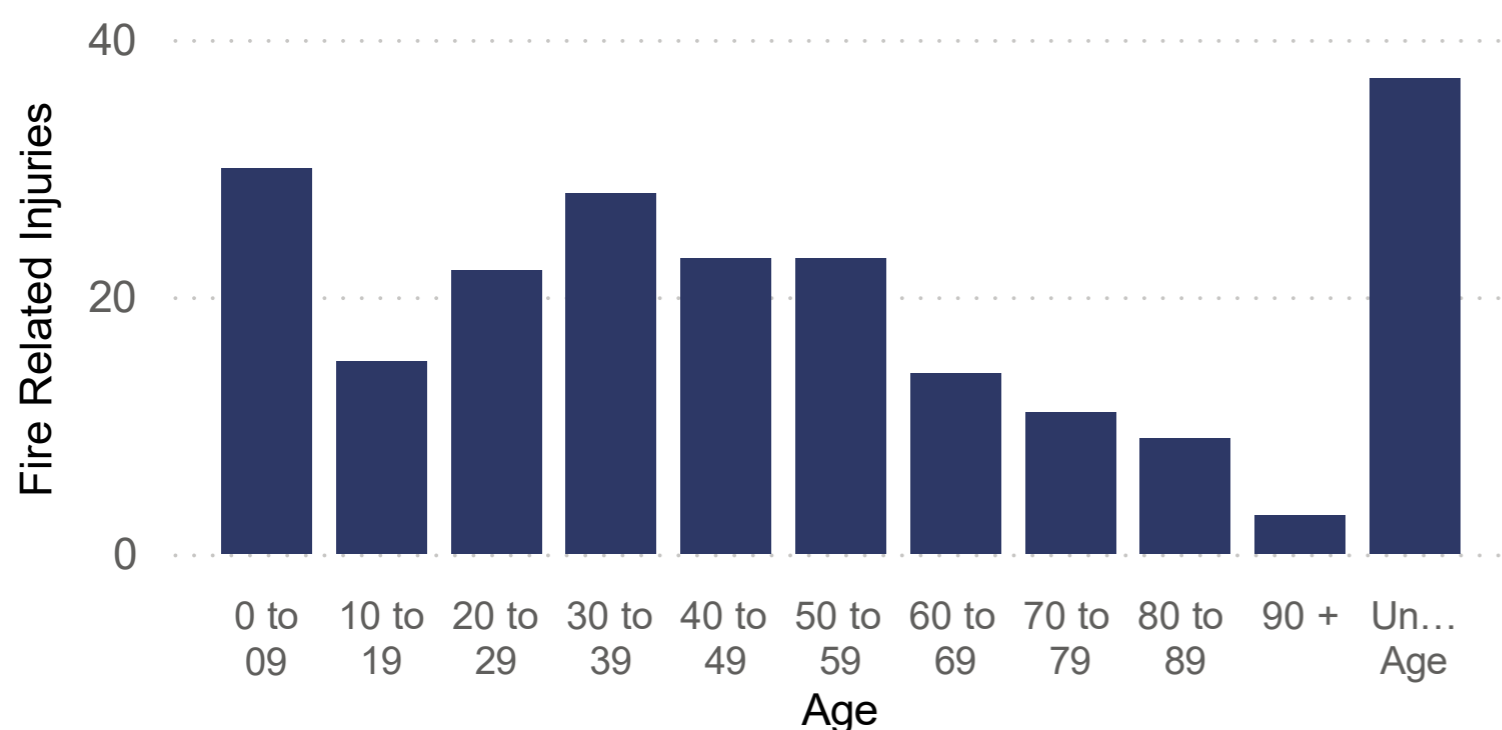
All Fire Related Injuries (red dotted line) shows the total figure for the financial year. The bars show the value for selected date range.

Fire Related Injuries Previous Year To Date Comparison

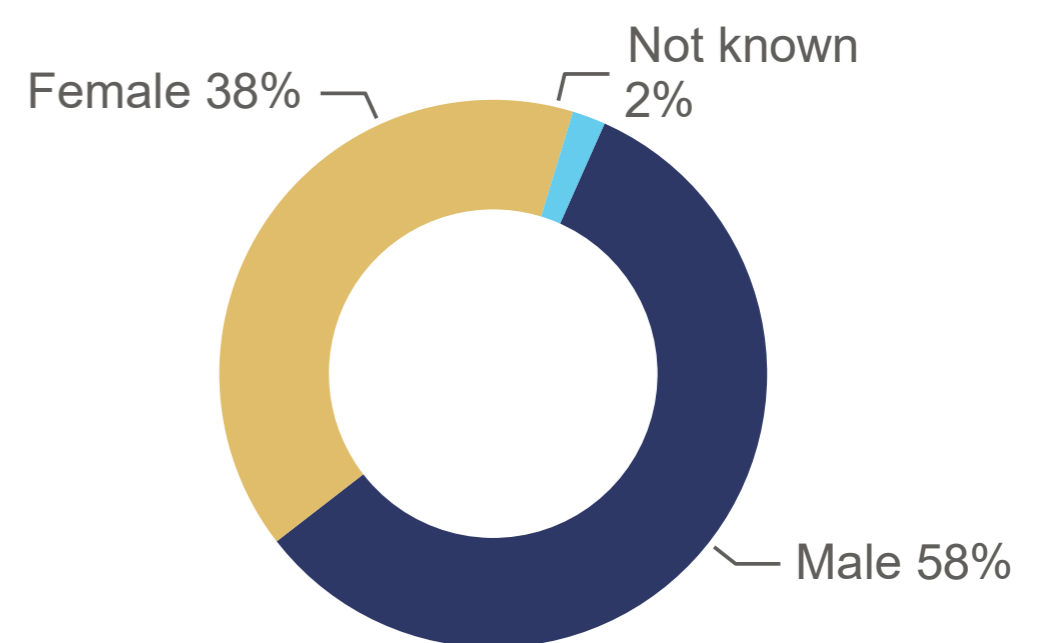
District	% increase/decrease on previous year	3 Year Average
Bradford	-5%	↑
Calderdale	-17%	↑
Kirklees	30%	↑
Leeds	37%	↑
Wakefield	-6%	↑

3 Year average indicator shows if current number of Fire Related Injuries this financial year is an increase/decrease of Fire Related Injuries against the 3 year average. Looking at only the comparison range.

Fire Related Injuries by Age



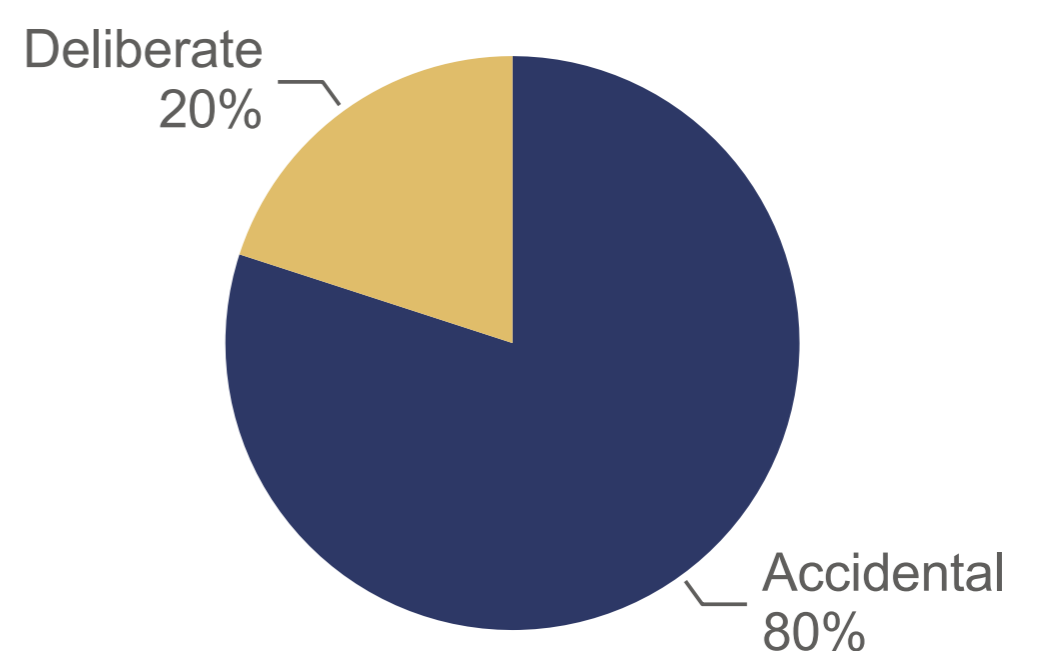
Fire Related Injuries by Gender



Fire Related Injuries by Severity

Severity of Injury	Fire Related Injuries
Victim went to hospital, injuries appear to be Slight	135
Victim went to hospital, injuries appear to be Serious	39
First aid given at scene	7
Precautionary check recommended	6

Fire Related Injuries by Accidental or Deliberate Fires



Top Property Type

House - single occupancy

Top Fire Cause

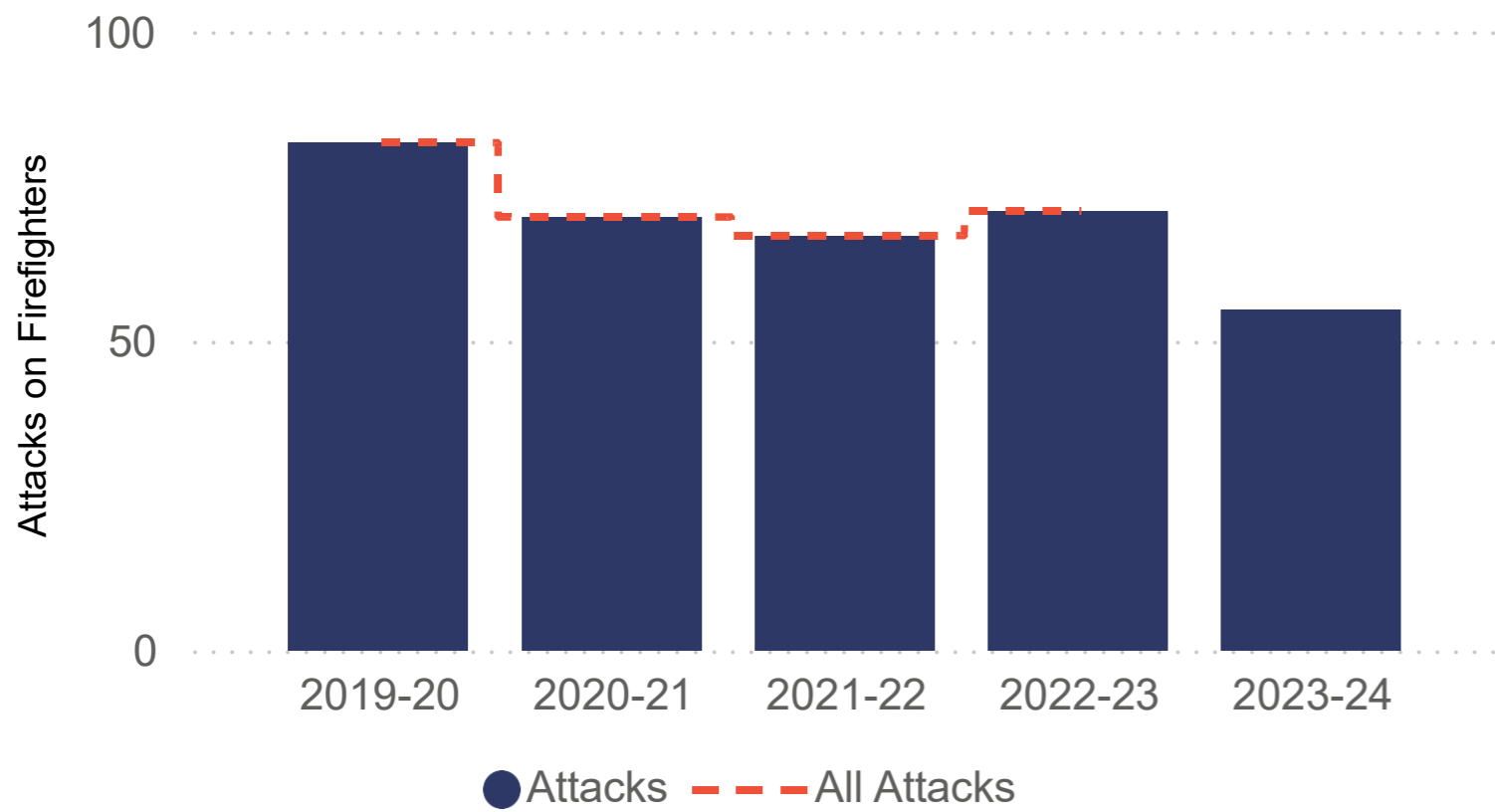
Accidental - Combustible articles too close to heat source (or fire)

Attacks on Firefighters

01 April 2023

31 March 2024

Attacks on Firefighters by Financial Year



All Attacks on Firefighters (red dotted line) shows the total figure for the financial year. The bars show the value for selected date range.

Attacks on Firefighters Previous Year To Date Comparison

District	Current period	Previous year	% increase/decrease on previous year	3 Year Average
Bradford	23	33	-30%	↓
Calderdale	5	3	67%	↑
Kirklees	7	7	0%	↓
Leeds	12	23	-48%	↓
Wakefield	8	5	60%	↑

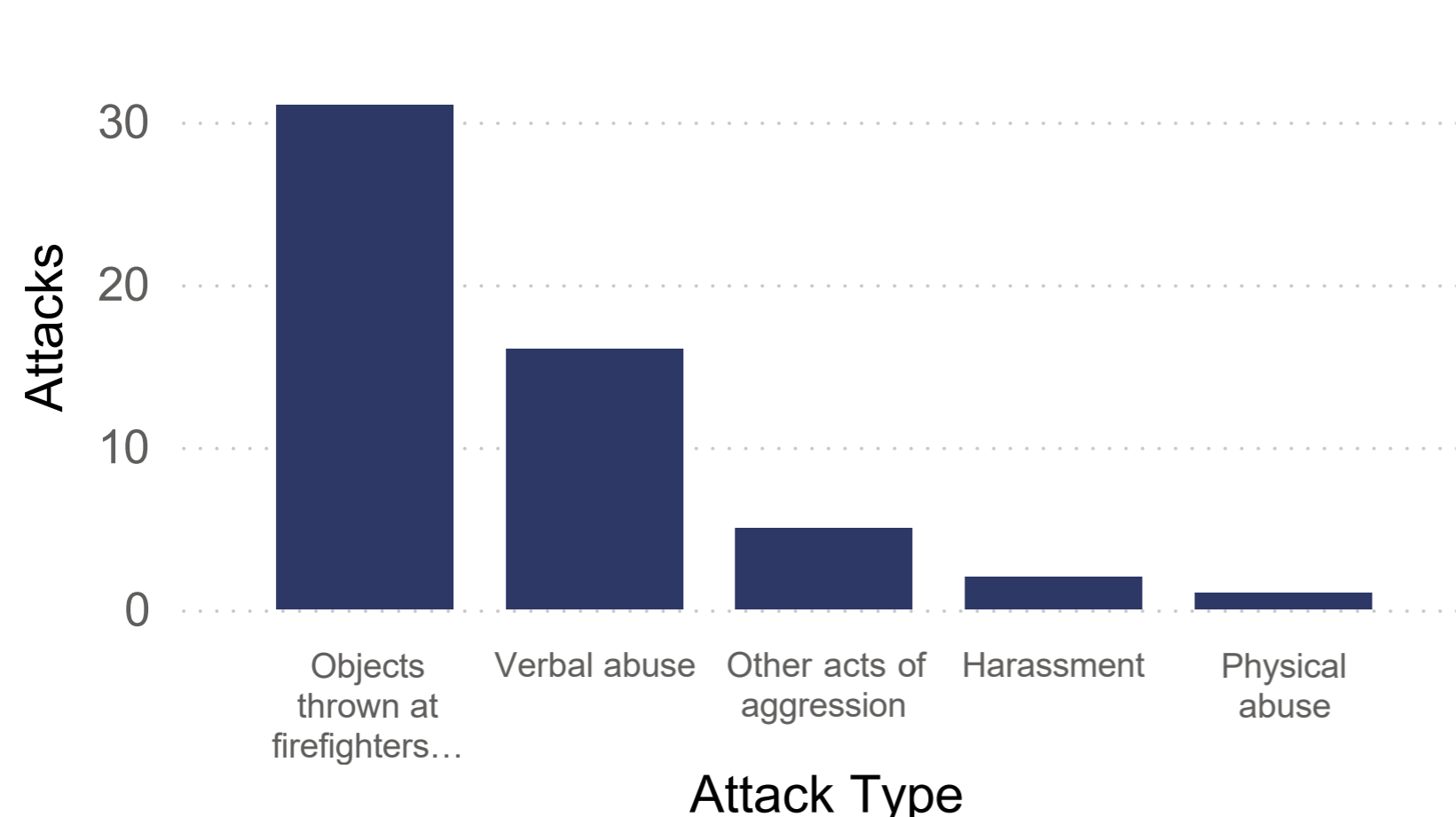
3 Year average indicator shows if current number of Attacks on Firefighters this financial year is an increase/decrease of Attacks on Firefighters against the 3 year average. Looking at only the comparison range.

Attacks on Firefighters by Severity



Visual may be blank if no slight and serious injuries are recorded for the date range.

Attacks on Firefighters by Attack Type



Percentage of incidents with an attack

District	% Attacks at district total incidents
Bradford	0.35%
Wakefield	0.24%
Calderdale	0.21%
Kirklees	0.18%
Leeds	0.15%

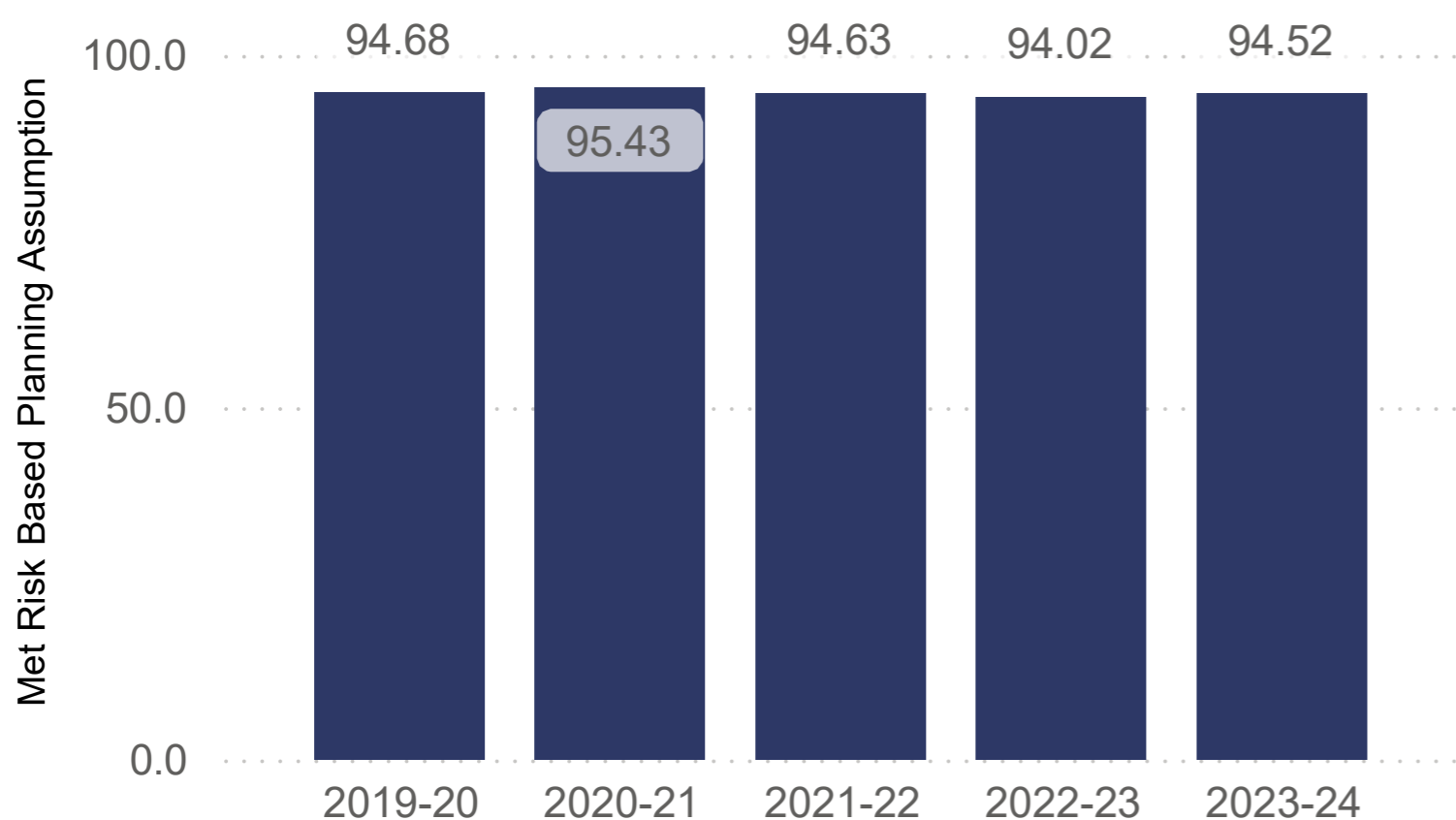
Percentage of attacks based on number of incidents per district.

Response Times

01 April 2023

31 March 2024

Percentage of Met Risk Based Planning Assumption Response Times by Financial Year



Percentage of Met Risk Based Planning Assumption Response Time

District	% Met
Leeds	96.34
Bradford	94.91
Kirklees	93.40
Wakefield	92.01
Calderdale	91.80

Comparing: Q1, Q2, Q3, Q4

Average Response Time by LSOA Risk Score and Severity

Risk Score	Life	Property	Other	Total
Very High	00:05:41	00:06:15	00:06:26	00:06:21
High	00:05:47	00:06:28	00:06:30	00:06:25
Medium	00:06:16	00:07:07	00:06:48	00:06:46
Low	00:06:48	00:08:10	00:07:02	00:07:04
Very Low	00:08:00	00:08:56	00:08:26	00:08:24
Total	00:06:51	00:07:39	00:07:11	00:07:11

Average Response Time Targets

Risk Score	Life	Property	Other
Very High	7.00	9.00	15.00
High	8.00	10.00	15.00
Medium	9.00	11.00	15.00
Low	10.00	12.00	15.00
Very Low	11.00	13.00	15.00

LSOA: Lower Super Output Area.

The Risk Based Planning Assumptions (RBPA) utilised by WYFRS place greatest emphasis on the likelihood of incidents occurring where there is a risk to people. Three different classifications of incidents are utilised, these being:

Life – Potential for incidents to involve rescues, injuries or fatalities including private dwellings, or other sleeping risks.

Property – Incidents occurring in properties other than those included within the Life risk.

Other – All other incidents not included within the descriptors for Life and Property risk including secondary fires, false alarms and non-fire related incidents where there is no risk to human life.

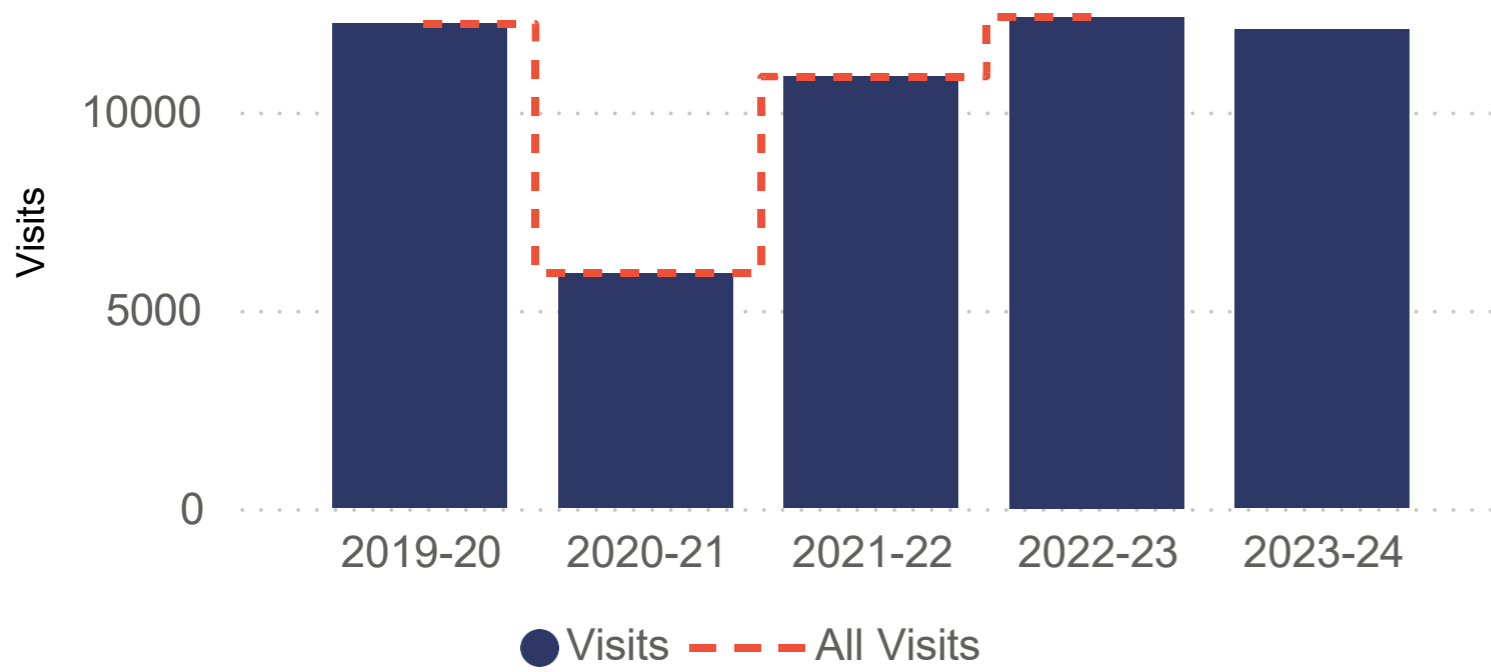
The RBPA's are underpinned by a comprehensive risk assessment for WYFRS.

Safe and Wells and High Risk Interventions

01 April 2023

31 March 2024

Completed Safe and Well and High Risk Intervention Visits by Financial Year



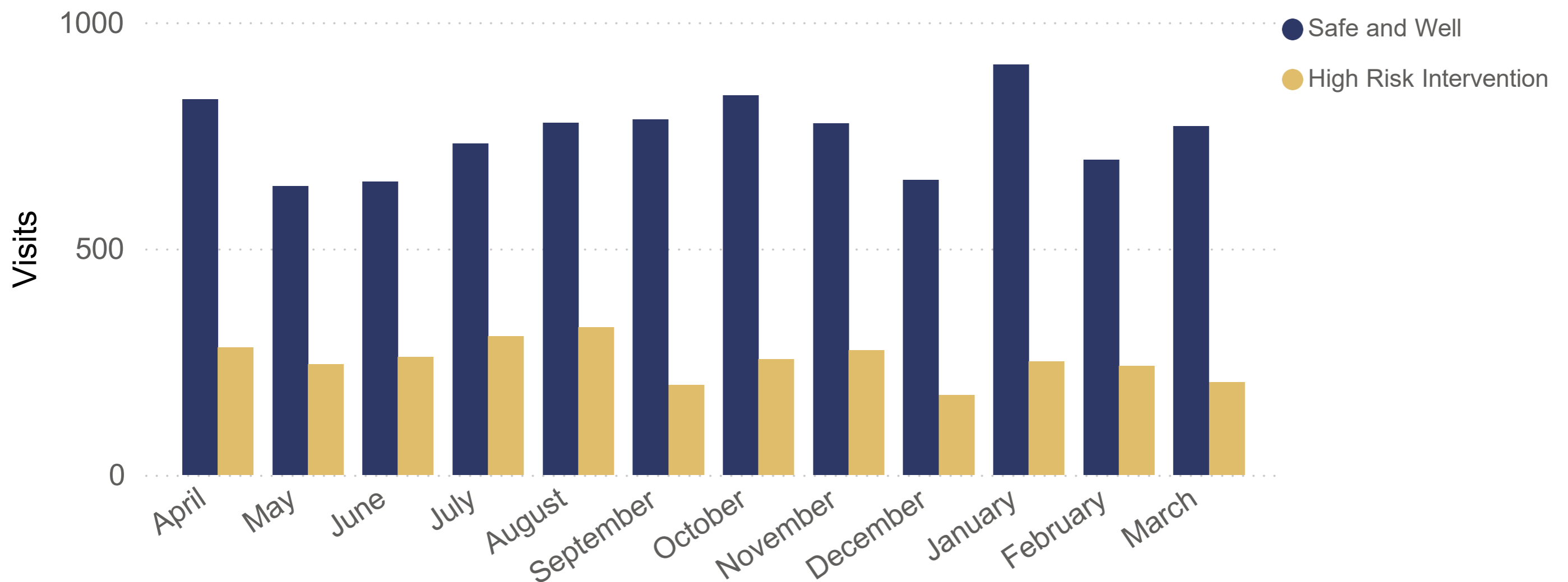
Completed Safe and Well Visits Previous Year To Date Comparison

District	% increase/decrease on previous year
Bradford	-4%
Calderdale	7%
Kirklees	4%
Leeds	-4%
Wakefield	-13%

All Visits (red dotted line) shows the total figure for the financial year.

The bars show the value for selected date range.

Completed Visits by Month



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.

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.

It also covers a broader assessment of vulnerability against a number of other elements, including:

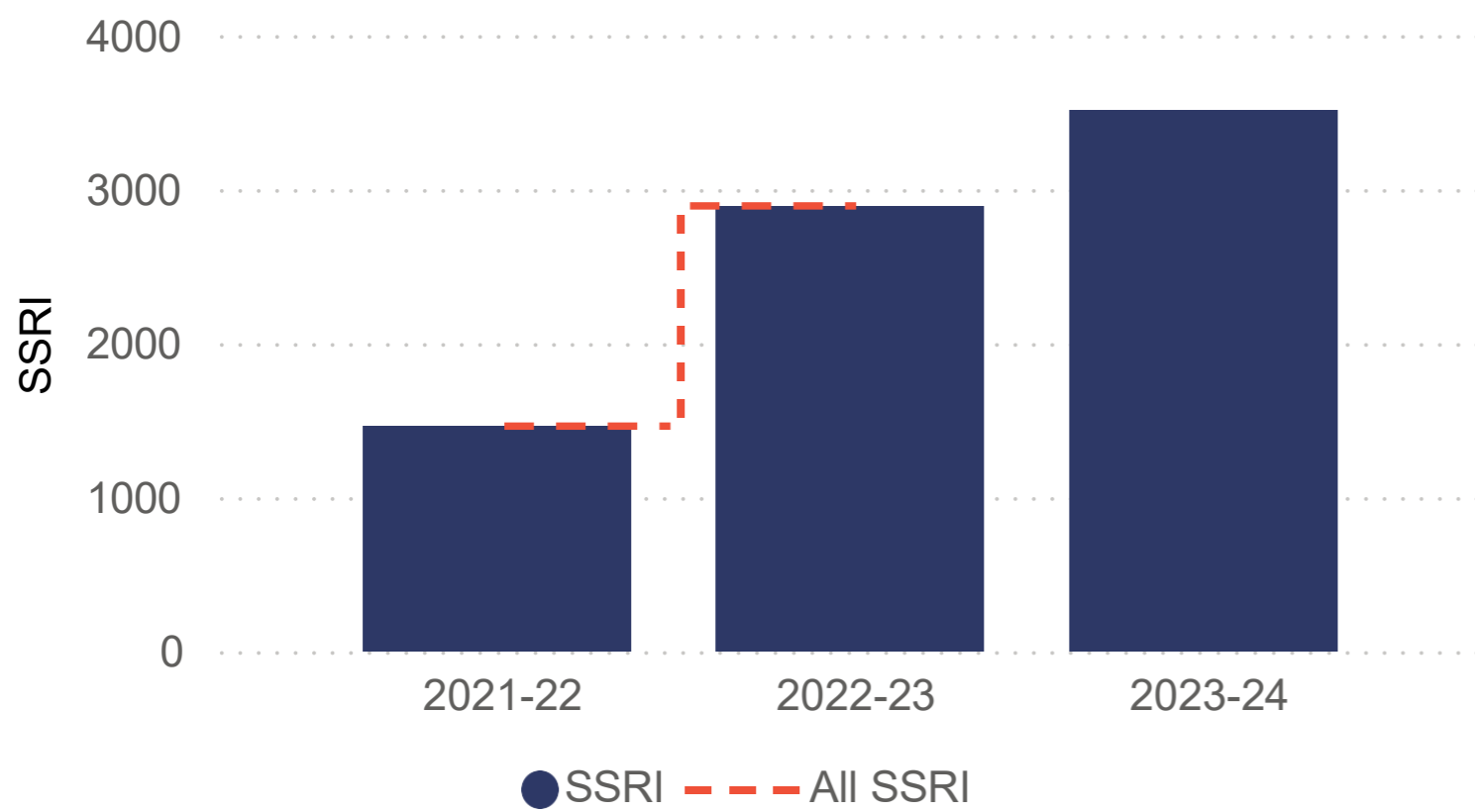
- Frailty and falls
- Social Isolation
- Winter Cold
- Crime
- Smoking

Site Specific Risk Inspections (SSRI)

01 April 2023

31 March 2024

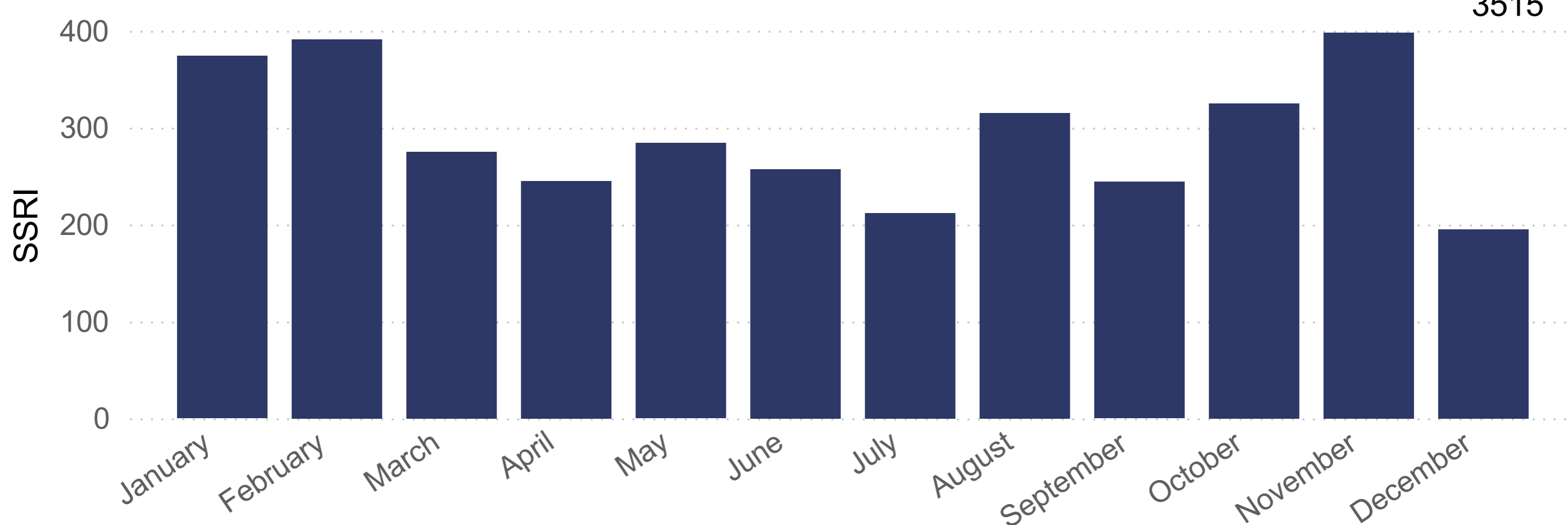
SSRI by Financial Year



All SSRI (red dotted line) shows the total figure for the financial year.

The bars show the value for selected date range.

SSRI by Month



SSRIs are generated from operational liaison referrals, post fire visits and what crews identified as perceived risks within their station area.

SSRIs are allocated to each District which are then allocated to stations/watches.

The Operational Risk Management Team centrally audit 100 percent of all SSRIs. This ensures a standard approach to the recording and understanding of risk which in turn underpins the safety of operational crews when responding to premises considered higher risk.



Performance Management Report Fire Authority

Period Covered:

01 April 2024

16 June 2024





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Safe and Wells
SSRI

This report provides a summary of our progress across the Service based on the date ranges below.

Period Covered:

Financial Year	2024-25	
Date Range	01 April 2024	16 June 2024

IMPORTANT: The data provided 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. Data may change due to incident reports that have been updated due to amendment. The data is accurate at time of creation of the report.

This report is comparing the date range above against:

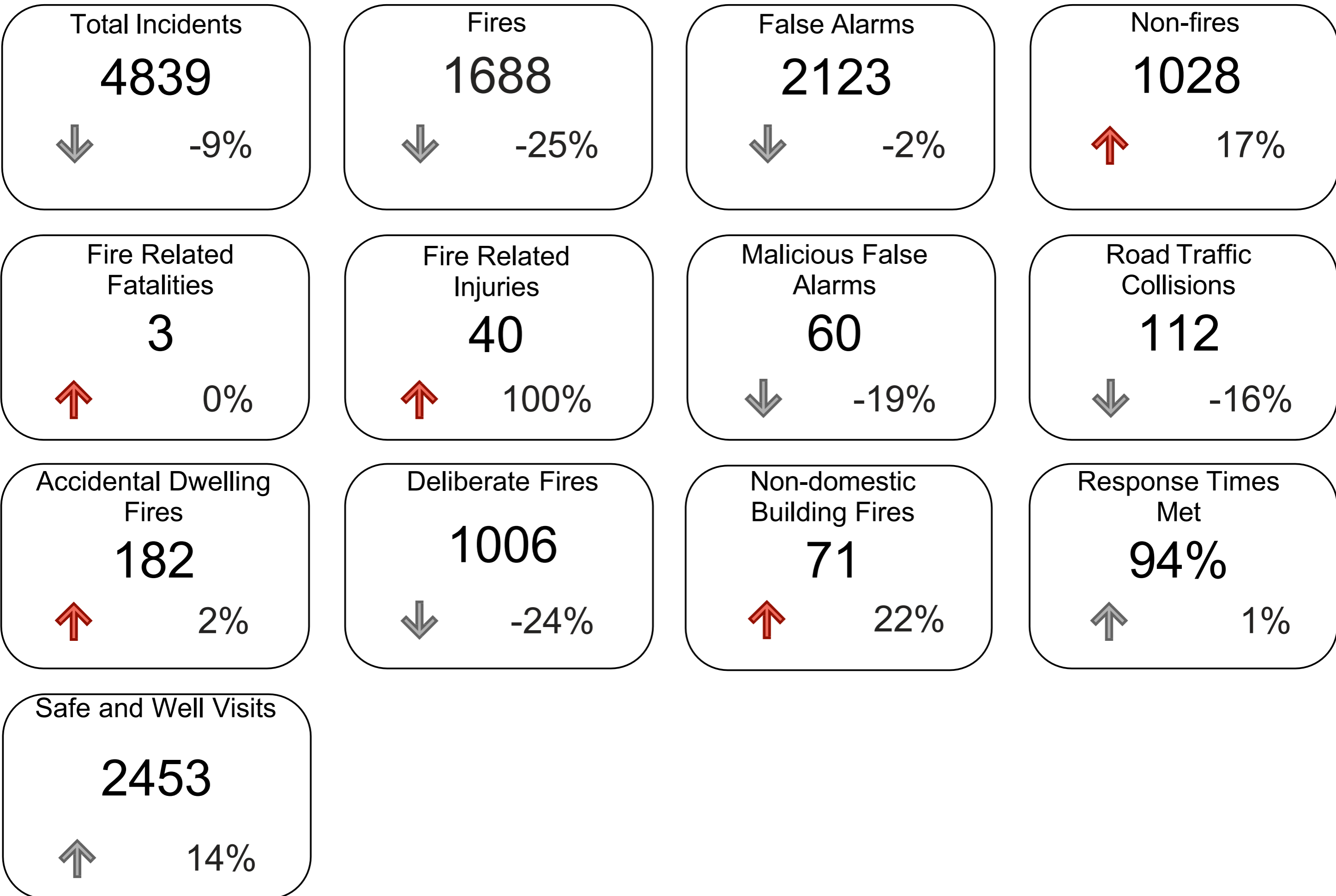
Previous Year Comparison Date Range	01 April 2023	16 June 2023
3 Year Average Comparison Period	01 April 2023 01 April 2022 01 April 2021	16 June 2023 16 June 2022 16 June 2021
Colour Key	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; margin: 2px;">Positive Arrows</div> <div style="border: 1px solid black; background-color: #ff0000; color: white; padding: 5px; margin: 2px;">Negative Arrows</div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; background-color: #0000ff; color: white; padding: 5px; margin: 2px;">Positive Charts</div> <div style="border: 1px solid black; background-color: #ff0000; color: white; padding: 5px; margin: 2px;">Negative Charts</div> </div> <p style="font-size: small; margin-top: 10px;">*When doing a comparison the key above is used. In all other cases graphs, charts and visuals are using contrasting colours to support accessibility.</p>	

Due to seasonality **Previous Year** and **3 Year Average** comparison are based on selected range and not the whole of the previous year.

Performance Summary

Arrows display percentage(%) increase/decrease on previous year to current financial year.
The comparison range is based on selected date range.

This report is comparing: **01 April 2024** **16 June 2024**
Against: **01 April 2023** **16 June 2023**



Incident Demand by Time of Day

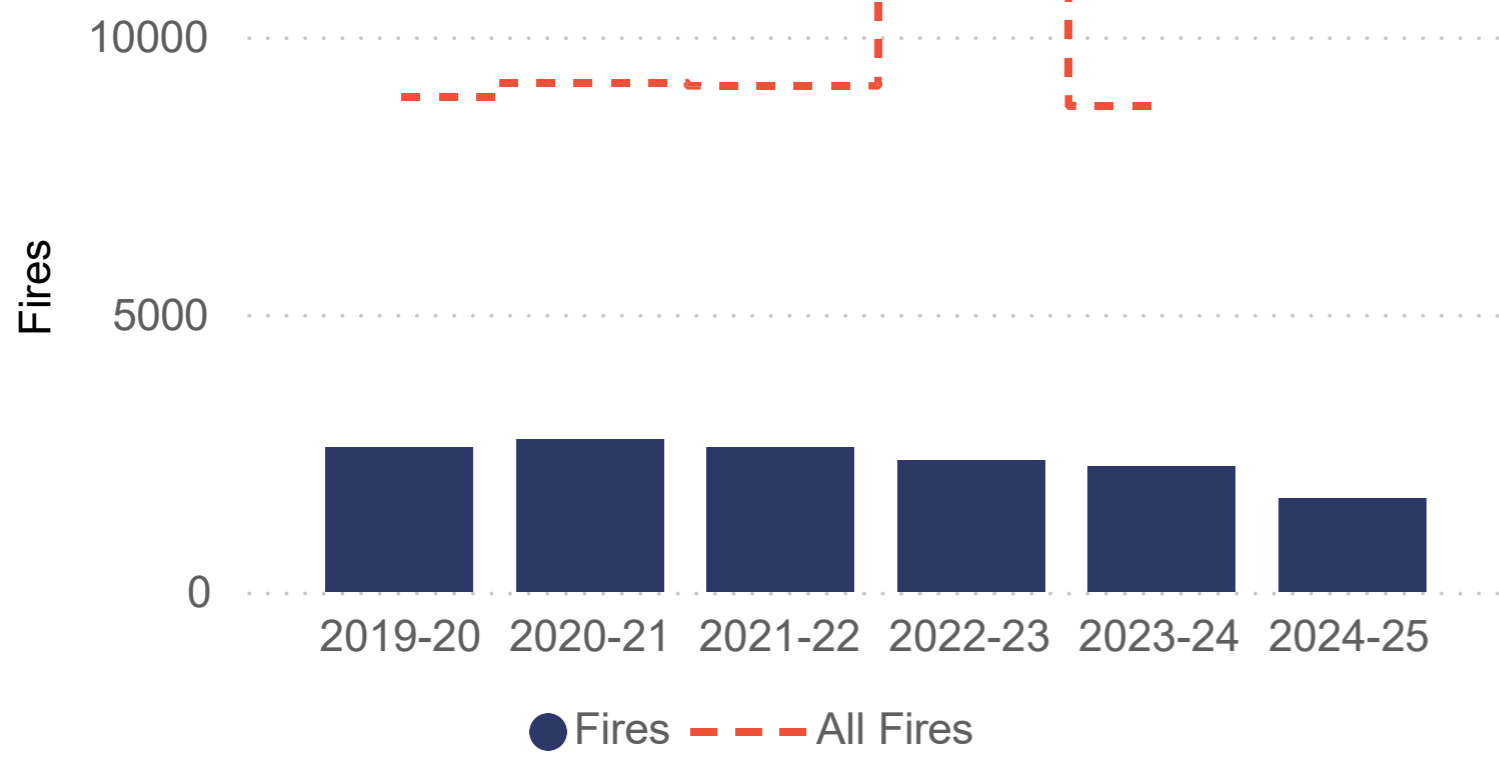
Day	08:00-08:59	09:00-09:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59	21:00-21:59	22:00-22:59	23:00-23:59	00:00-00:59	01:00-01:59	02:00-02:59	03:00-03:59	04:00-04:59	05:00-05:59	06:00-06:59	07:00-07:59
Mon	18	24	28	21	24	33	33	30	39	40	57	53	50	45	35	35	22	17	14	6	9	11	10	17
Tue	23	21	29	23	25	29	40	43	40	45	45	52	48	39	35	24	29	19	12	10	11	13	9	18
Wed	17	29	28	23	26	45	34	33	34	37	45	58	43	49	32	21	27	21	22	12	11	10	16	26
Thu	12	17	33	18	32	30	33	40	44	38	31	54	53	38	28	25	18	14	11	9	10	8	17	13
Fri	19	20	28	34	43	31	24	39	33	45	59	46	62	45	38	35	19	12	15	10	21	11	8	13
Sat	17	21	21	34	33	21	45	35	44	52	45	48	47	40	41	34	23	23	16	14	16	17	10	21
Sun	17	25	30	35	31	29	37	35	51	54	44	53	55	51	33	13	30	24	16	20	20	8	10	12

Fires

01 April 2024


16 June 2024

Fires by Financial Year



All Fires (red dotted line) shows the total figure for the financial year. The bars show the value for selected date range.

Fires Previous Year To Date Comparison

District	% increase/decrease on previous year	3 Year Average
		
Bradford	-27%	↓
Calderdale	-23%	↓
Kirklees	-30%	↓
Leeds	-19%	↓
Wakefield	-29%	↓

3 Year average indicator shows if current number of Fires this financial year is an increase/decrease of fires against the 3 year average. Looking at only the comparison range.

Fires by Property Type

Outdoor	1082
Building	389
Road Vehicle	217

Fires by Category

Fire Classification	Accidental	Deliberate
Chimney Fire	0.12%	
Primary Fire	20.26%	14.04%
Secondary Fire	20.02%	45.56%

Fires by Building Property Type

Dwelling	219
Non Residential	164
Other Residential	6

Fires by Outdoor Property Type

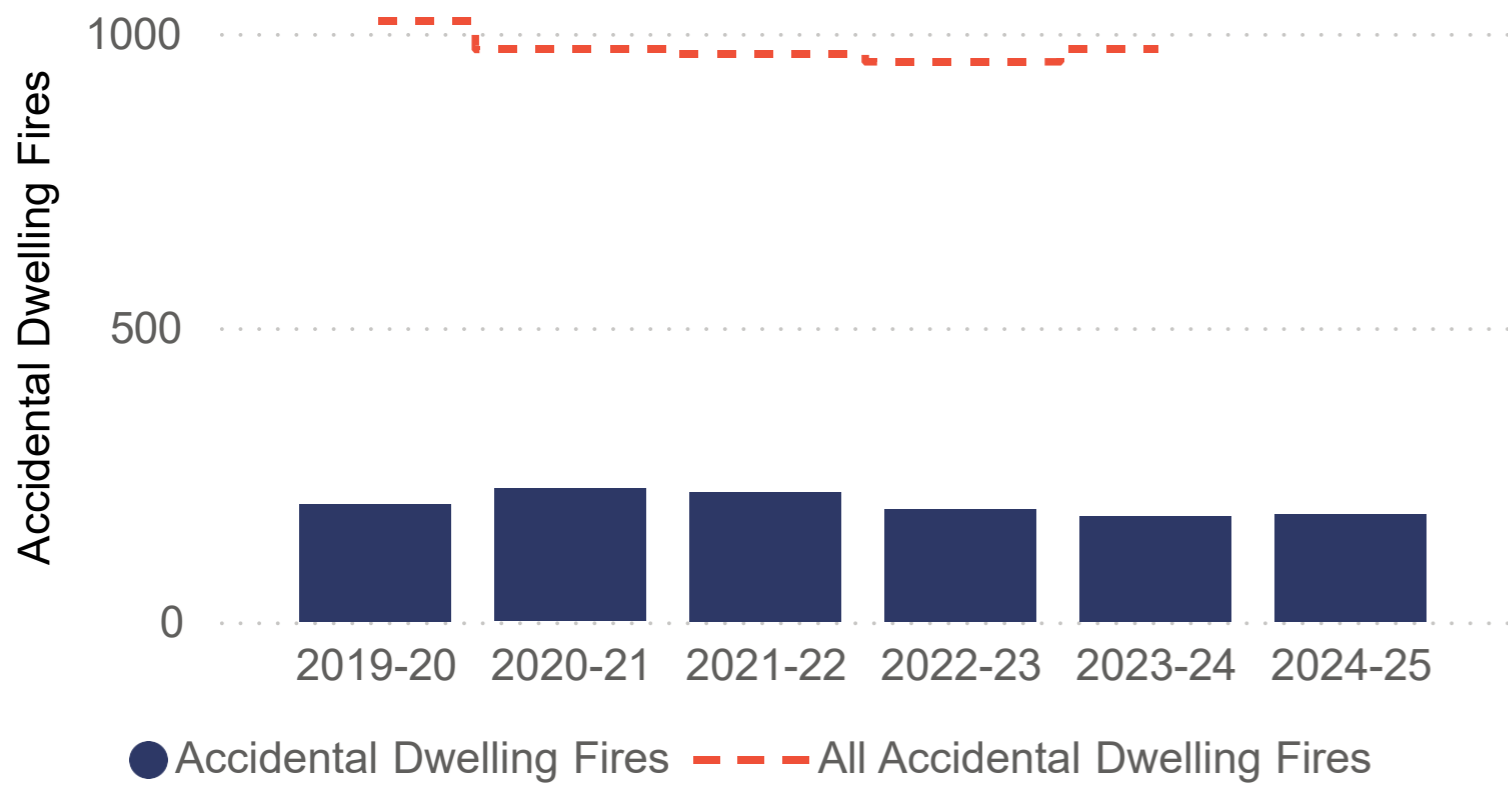
Other outdoors (including land)	484
Outdoor structures	344
Grassland, woodland and crops	235
Outdoor equipment and machinery	19

Accidental Dwelling Fires

01 April 2024

16 June 2024

Accidental Dwelling Fires by Financial Year



All ADF (red dotted line) shows the total figure for the financial year.
The bars show the value for selected date range.

Accidental Dwelling Fires Previous Year To Date Comparison

District	% increase/decrease on previous year	3 Year Average
Bradford	-28%	↓
Calderdale	28%	↑
Kirklees	35%	↑
Leeds	3%	↑
Wakefield	11%	↓

3 Year average indicator shows if current number of ADF this financial year is an increase/decrease of ADF against the 3 year average. Looking at only the comparison range.

Accidental Dwelling Fires by Property Type

House - single occupancy	112
Purpose Built Flat/Maisonette - multiple occupancy	31
Converted Flat/Maisonette - multiple occupancy	22
Bungalow - single occupancy	6
Self contained Sheltered Housing	6
Licensed HMO	2
Unknown if licensed HMO	2
Houseboat (permanent dwelling)	1

Top Fire Cause

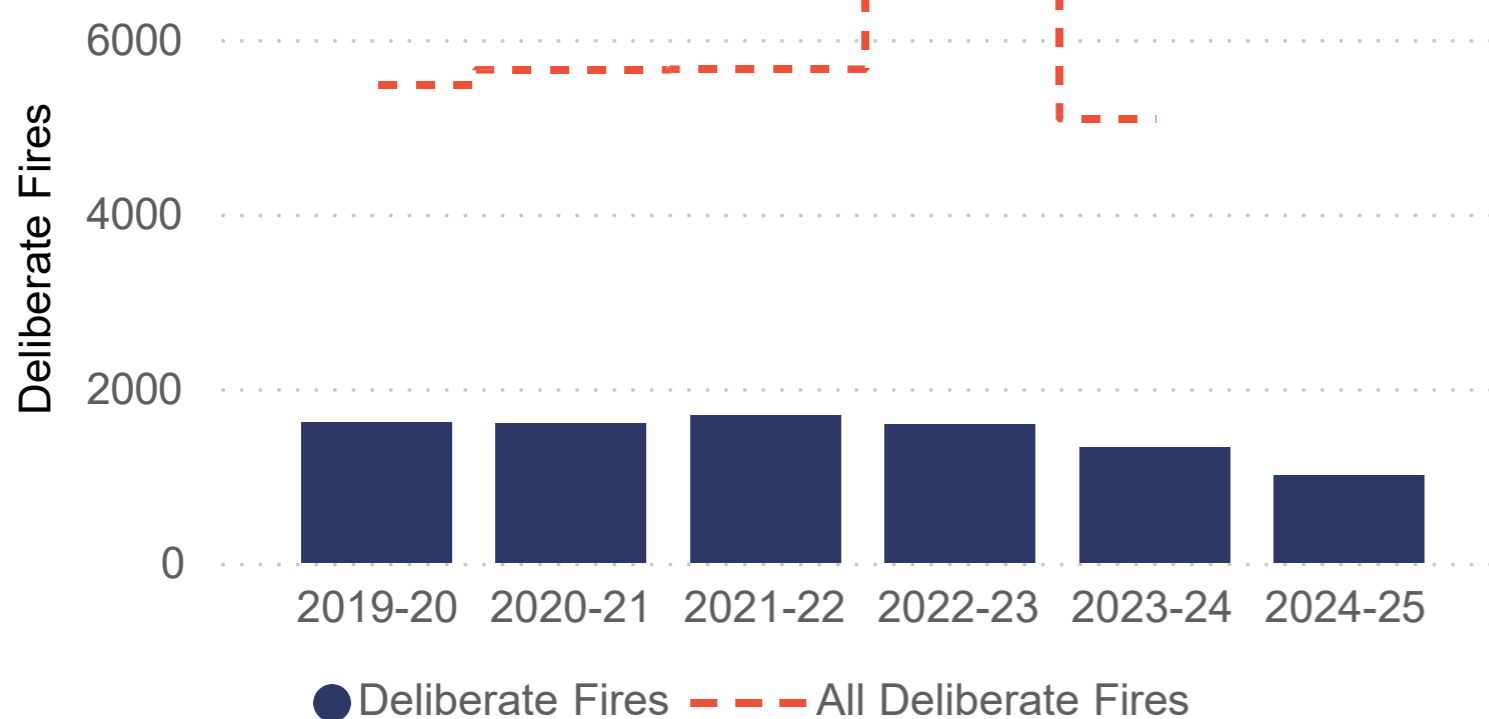
Accidental - Cooking - other cooking

Deliberate Fires

01 April 2024

16 June 2024

Deliberate Fires by Financial Year



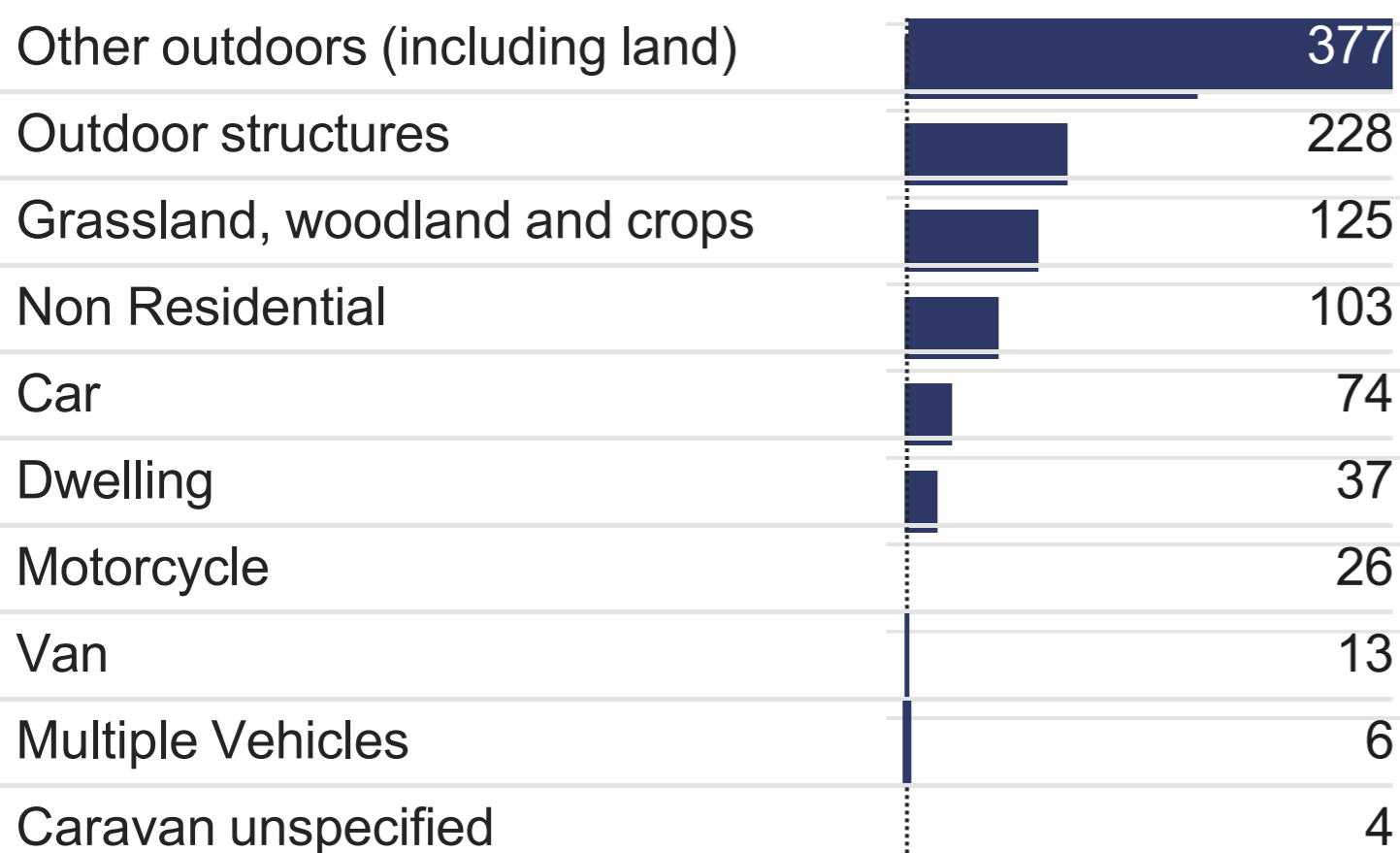
All Deliberate Fires (red dotted line) shows the total figure for the financial year. The bars show the value for selected date range.

Deliberate Fires Previous Year To Date Comparison

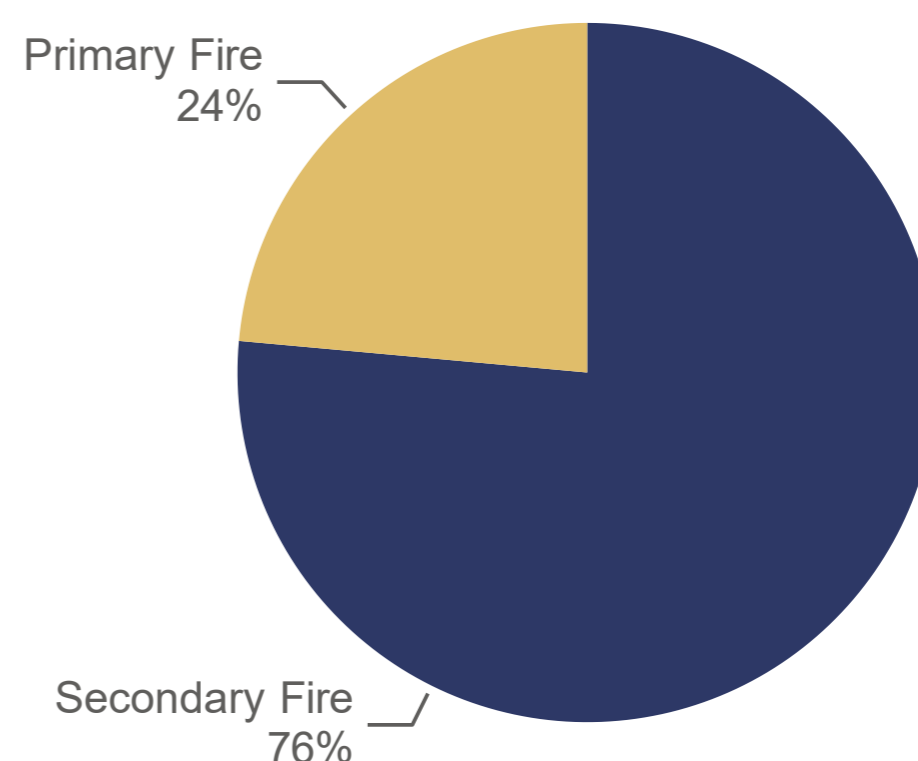
District	% increase/decrease on previous year	3 Year Average
Bradford	-12%	↓
Calderdale	-17%	↓
Kirklees	-43%	↓
Leeds	-24%	↓
Wakefield	-30%	↓

3 Year average indicator shows if current number of Deliberate Fires this financial year is an increase/decrease of Deliberate Fires against the 3 year average. Looking at only the comparison range.

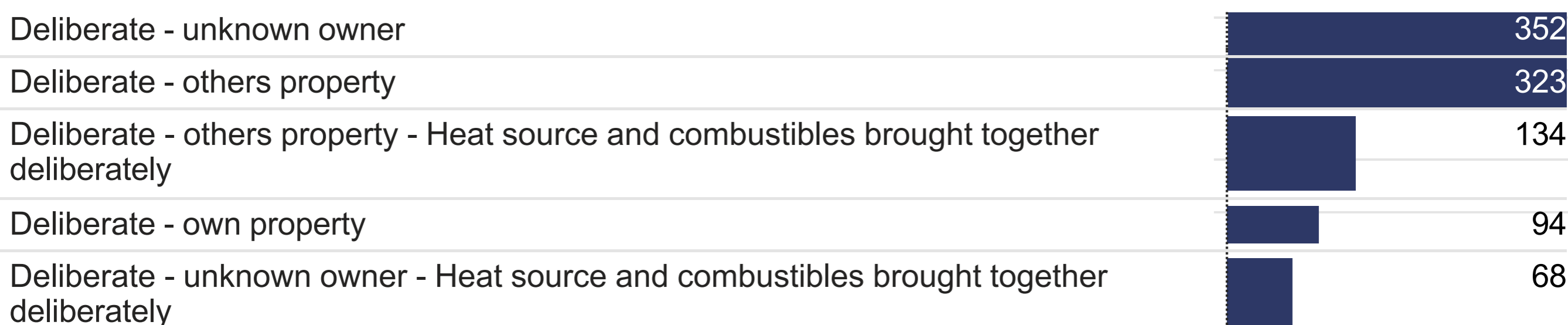
Top 10 Property Types



Deliberate Fires by Primary or Secondary



Top 5 Fire Causes

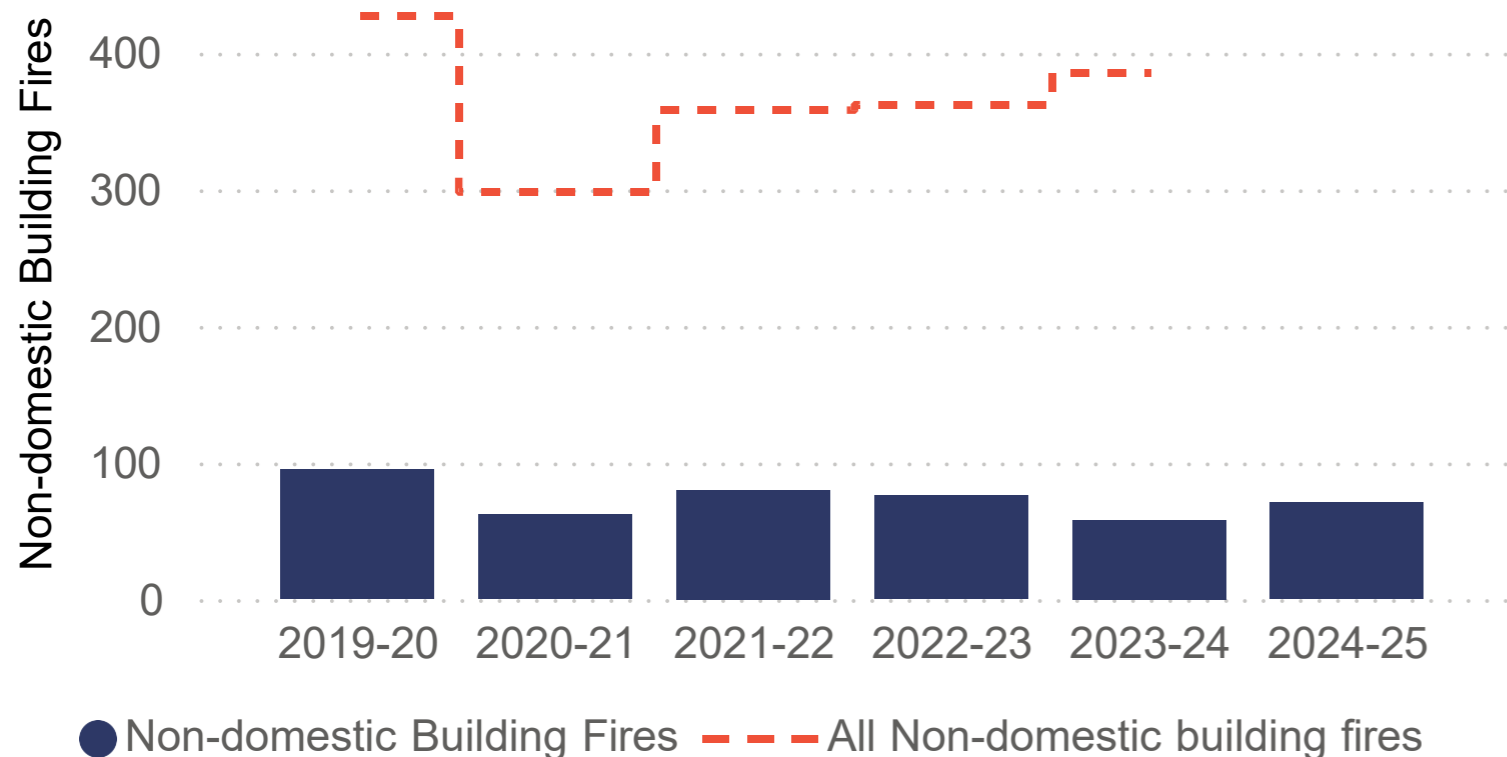


Non-domestic Fires

01 April 2024

16 June 2024

Non-domestic Building Fires by Financial Year



All Non-domestic Building Fires (red dotted line) shows the total figure for the financial year.

The bars show the value for selected date range.

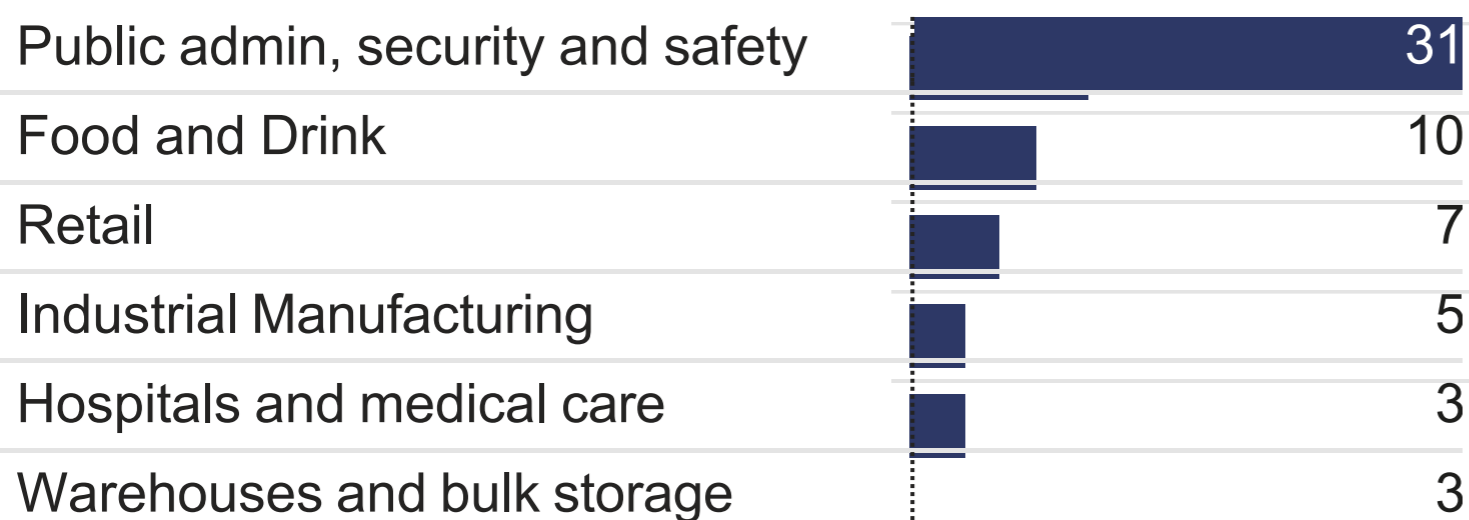
Non-domestic Building Fires Previous Year To Date Comparison

District	% increase/decrease on previous year	3 Year Average
Bradford	27%	↑
Calderdale	100%	↓
Kirklees	-17%	↓
Leeds	68%	↑
Wakefield	-57%	↓

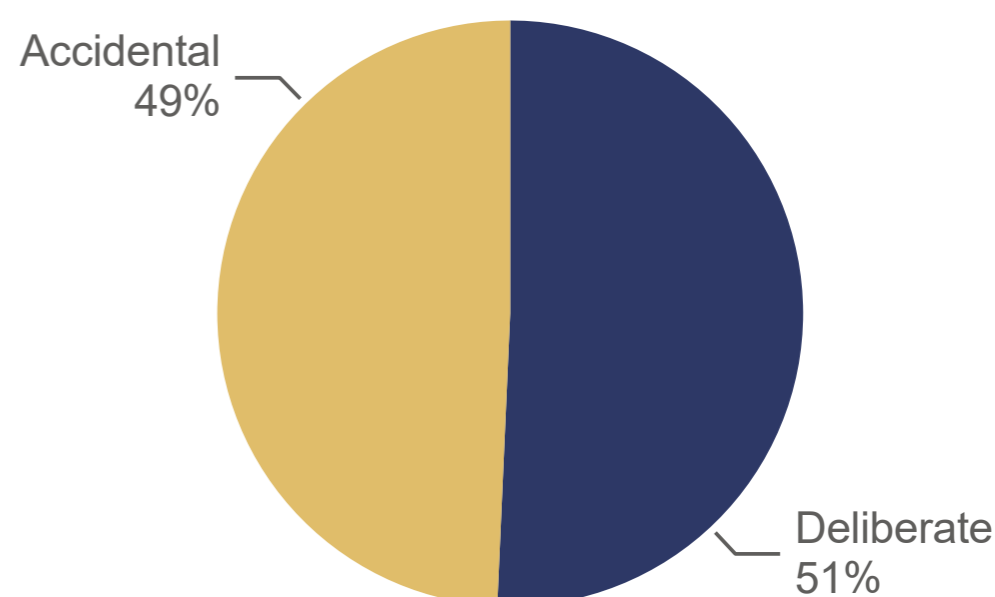
3 Year average indicator shows if current number of Non-domestic Building Fires this financial year is an increase/decrease of Non-domestic Building fires against the 3 year average. Looking at only the comparison range.

Top 5 Property Types

Non-domestic Building Fires

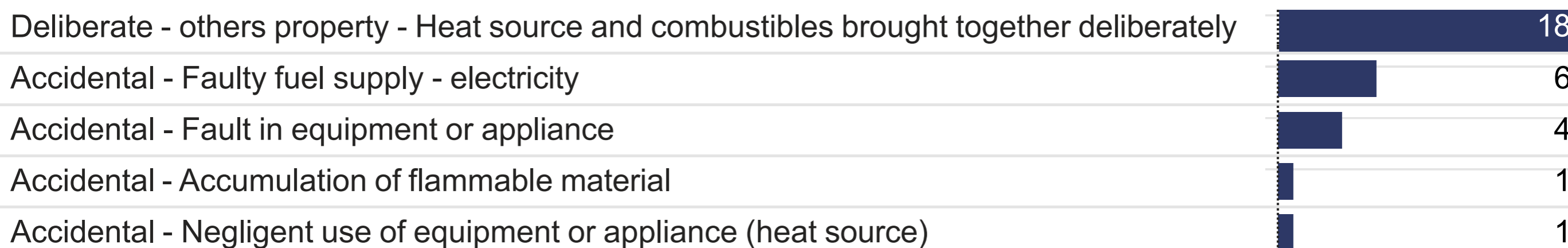


Non-domestic Building Fires by Accidental or Deliberate Fires



Top 5 Fire Causes

Non-domestic Building Fires

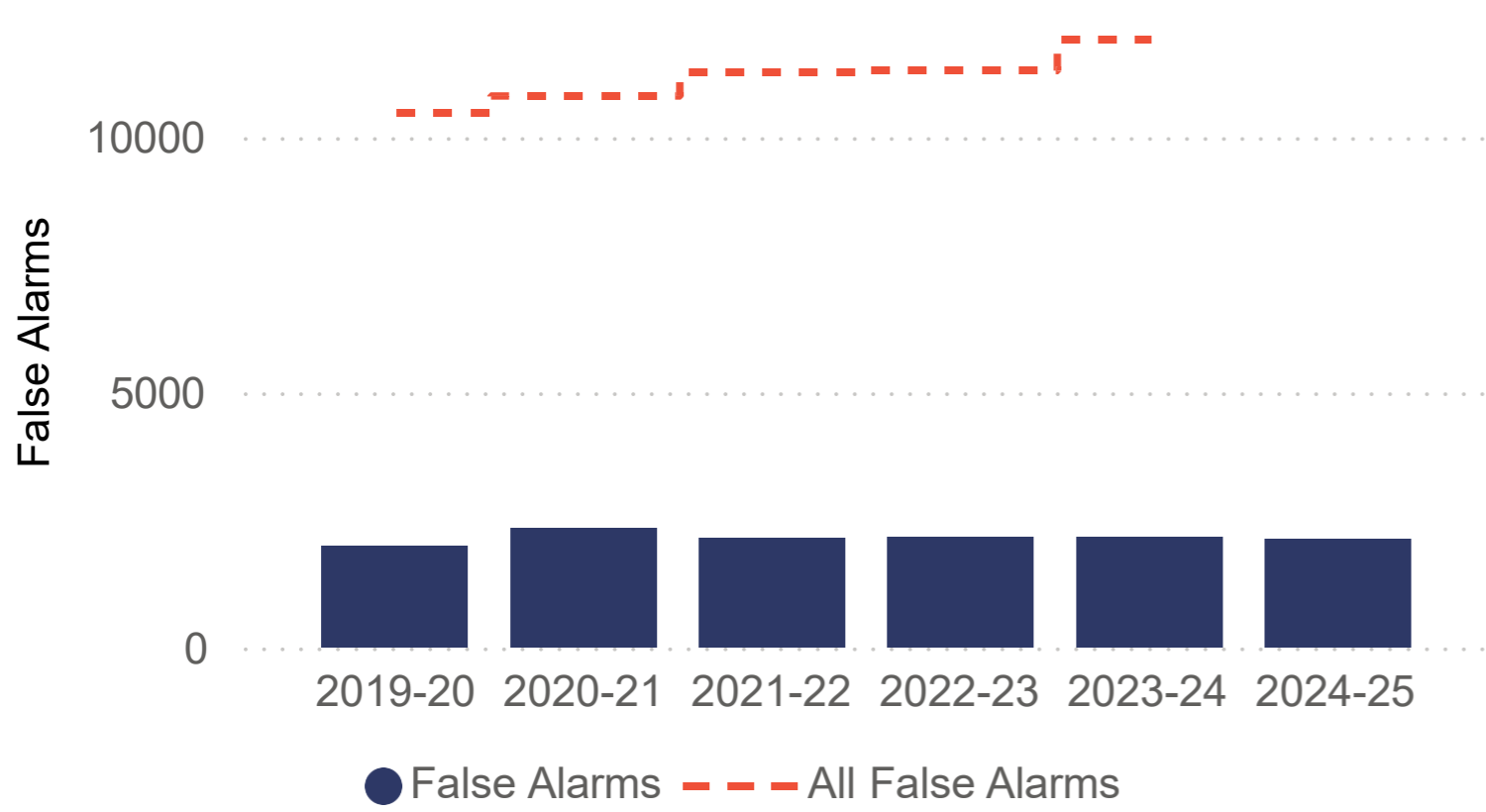


False Alarms

01 April 2024

16 June 2024

False Alarms by Financial Year



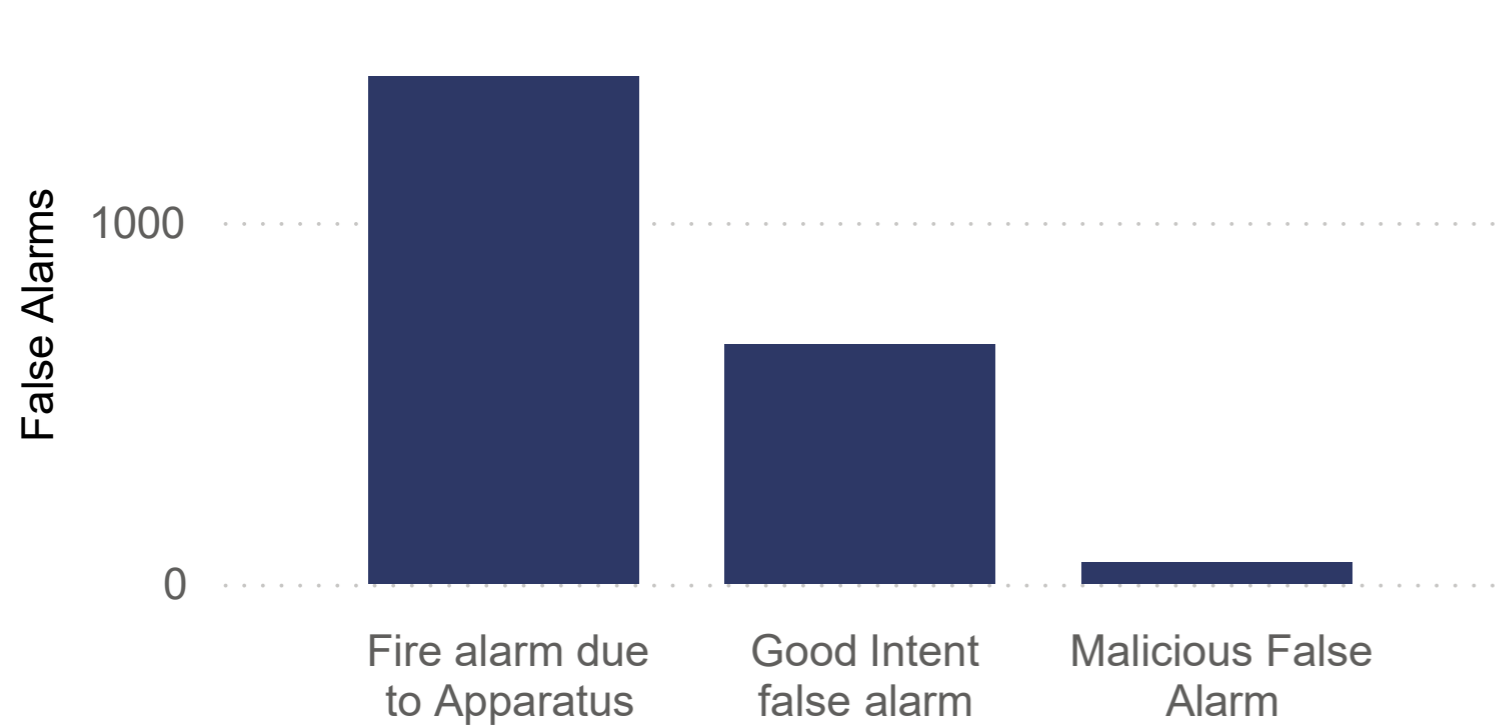
All False Alarms (red dotted line) shows the total figure for the financial year. The bars show the value for selected date range.

False Alarms Previous Year To Date Comparison

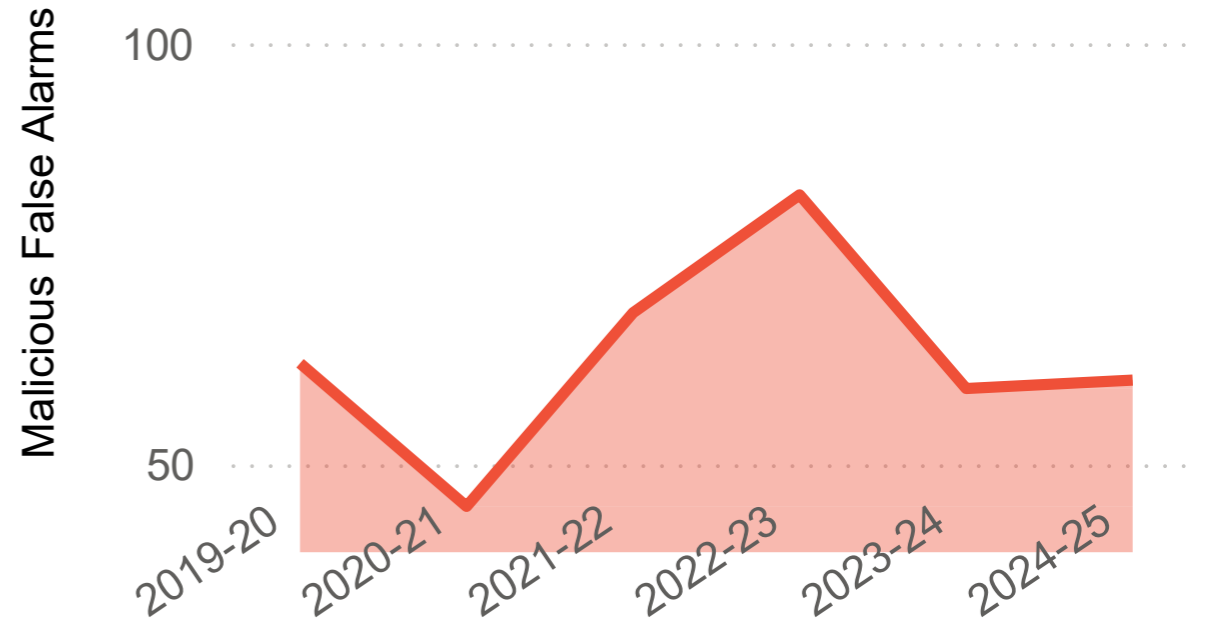
District	% increase/decrease on previous year	3 Year Average
Bradford	24%	↑
Calderdale	-17%	↓
Kirklees	-4%	↓
Leeds	-5%	↓
Wakefield	-21%	↓

3 year average indicator shows if current number of False Alarms this financial year is an increase/decrease of False Alarms against the 3 year average. Looking at only the comparison range.

False Alarm by Reason



Malicious False Alarms by Financial Year



Top Dwelling Properties

Purpose Built
Flat/Maisonette - multiple occupancy

Top Other Residential Buildings Properties

Residential Home

Top Non-Residential Building

Education

Top Dwelling Reason

Cooking/burnt toast

Top Other Residential Building Reason

Faulty

Top Non-Residential Reason

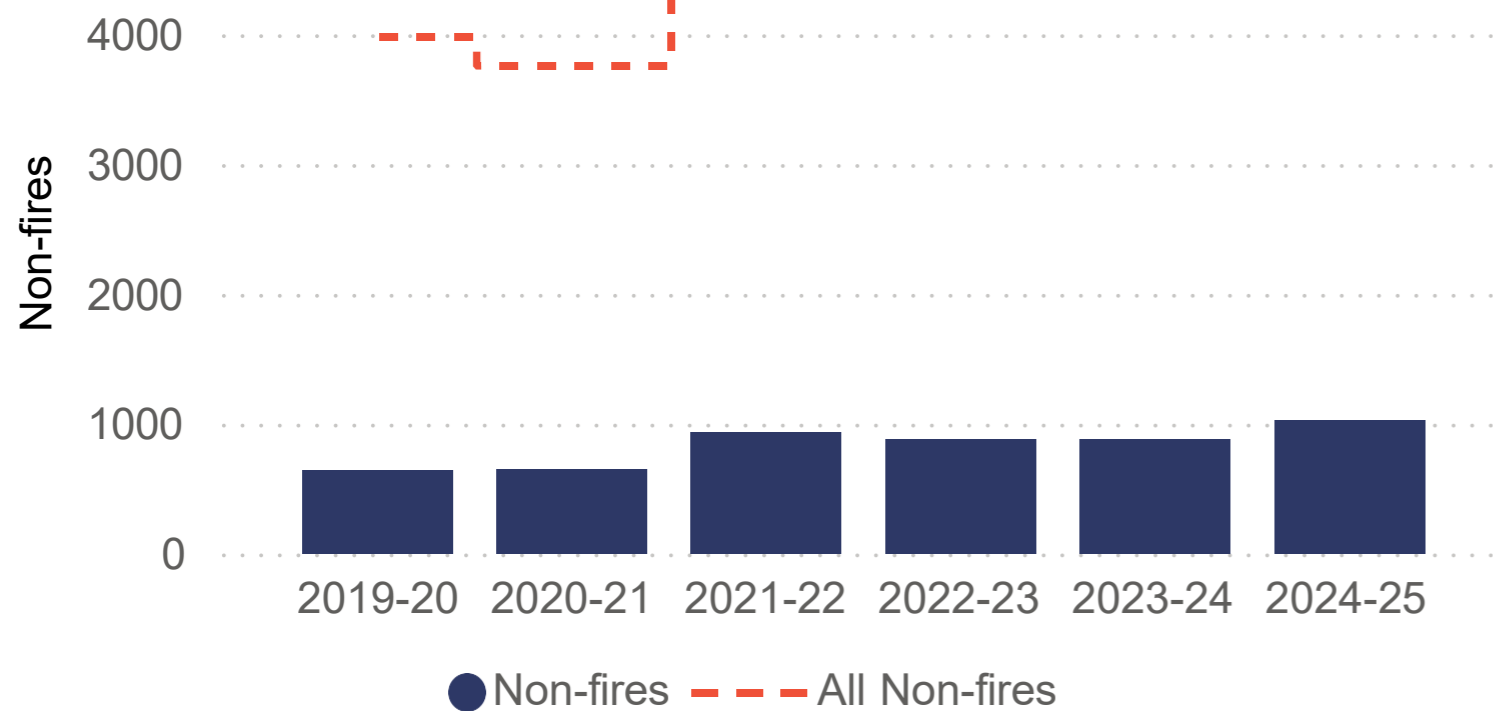
Faulty

Non-fires


01 April 2024

16 June 2024

Non-fires by Financial Year



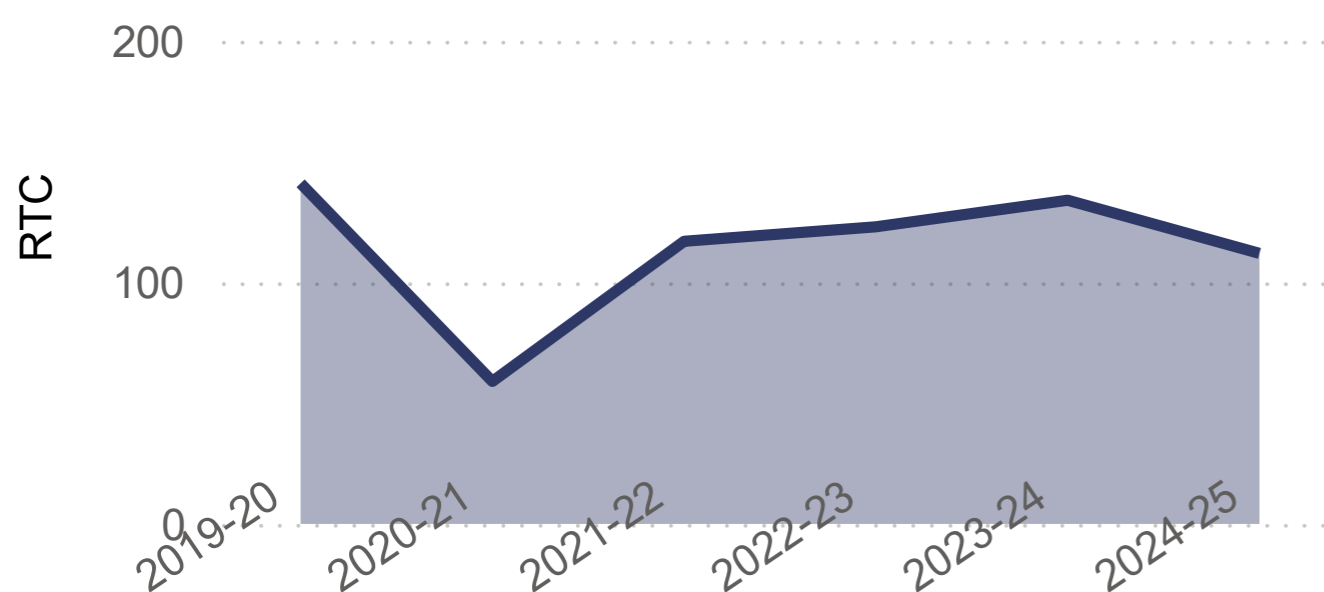
Non-fires Previous Year To Date Comparison

District	% increase/decrease on previous year	3 Year Average
 Bradford	7%	↑
Calderdale	19%	↑
Kirklees	6%	↑
Leeds	27%	↑
Wakefield	19%	↑

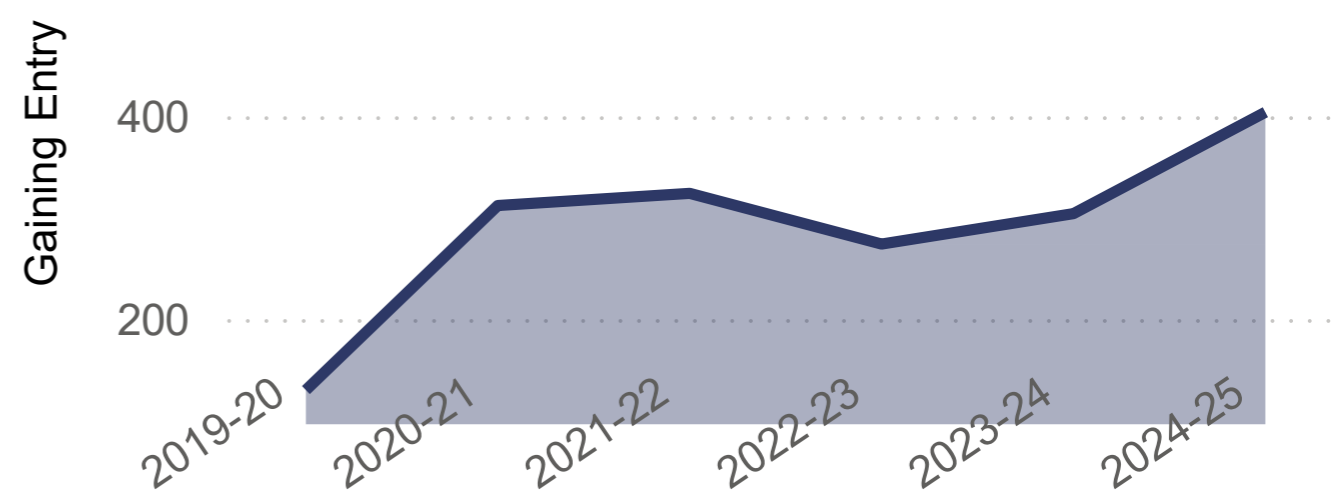
All Non-fires (red dotted line) shows the total figure for the financial year. The bars show the value for selected date range.

3 Year average indicator shows if current number of Non-fires this financial year is an increase/decrease of Non-fires against the 3 year average. Looking at only the comparison range.

Road Traffic Collisions by Financial Year



Gaining Entry Cause for Concern by Financial Year



Top 5 Non-fire Types

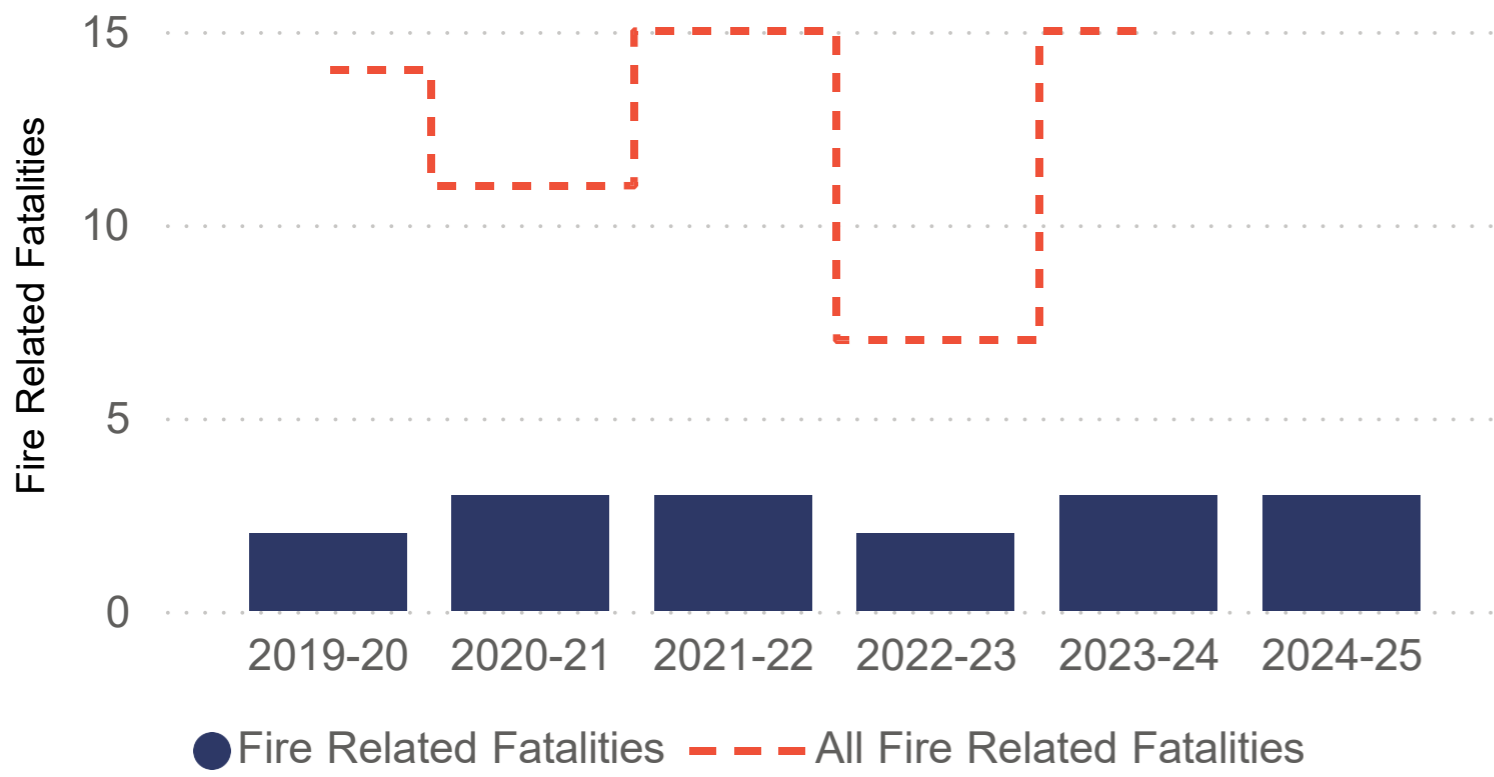
Non-fire Type	Count
Effecting entry/exit	357
Assist other agencies	159
RTC	113
No action (not false alarm)	75
Other rescue/release of persons	51

Fire Related Fatalities

01 April 2024

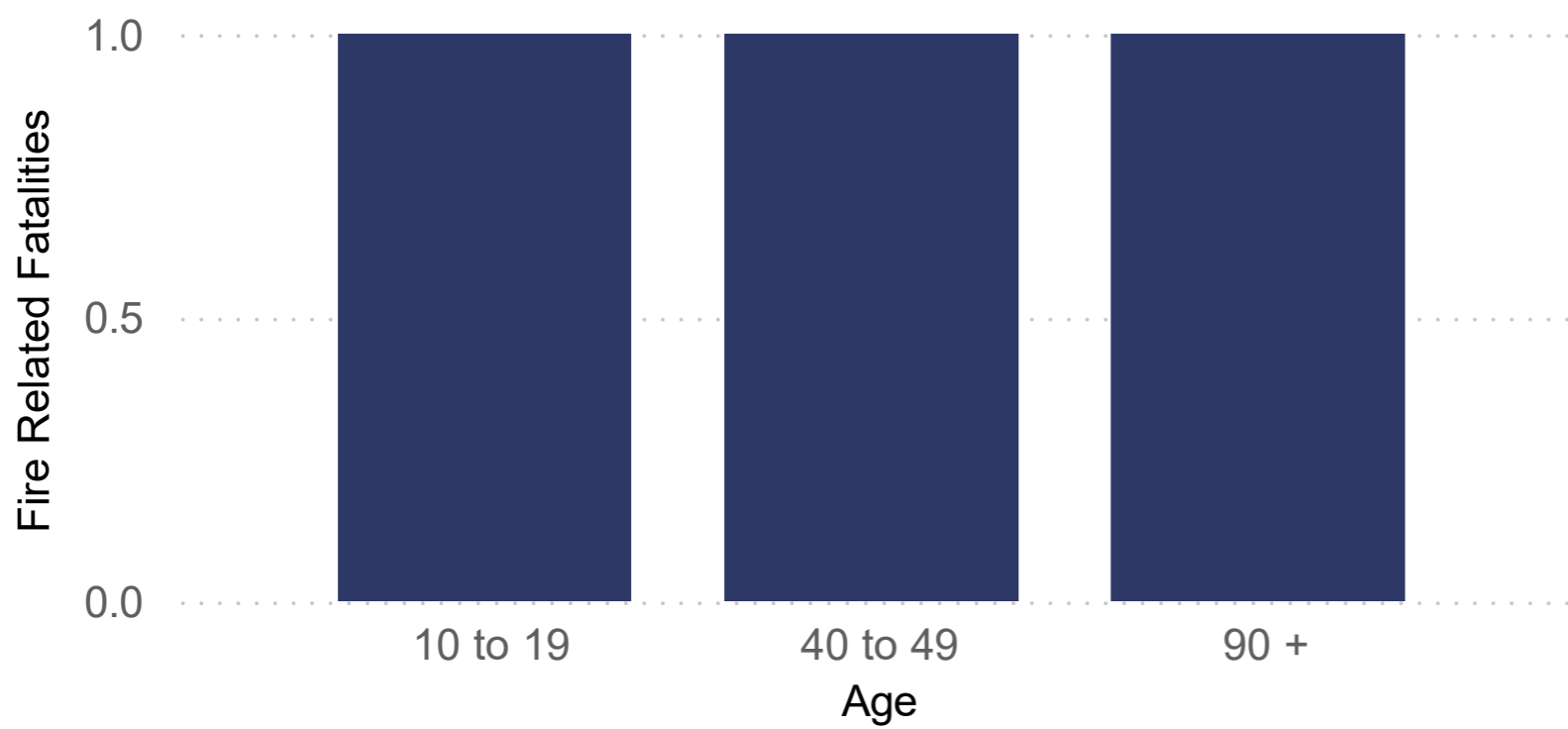
16 June 2024

Fire Related Fatalities by Financial Year

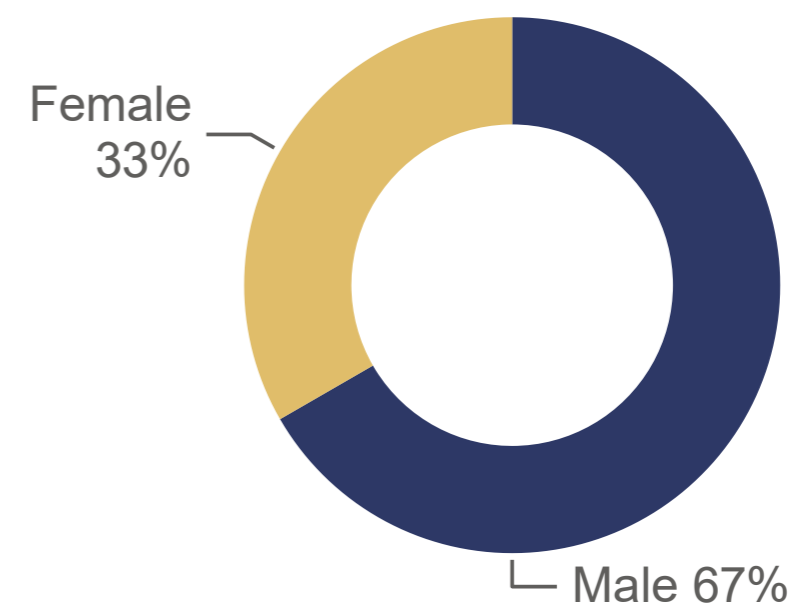


All Fire Related Fatalities (red dotted line) shows the total figure for the financial year.
The bars show the value for selected date range.

Fire Related Fatalities by Age



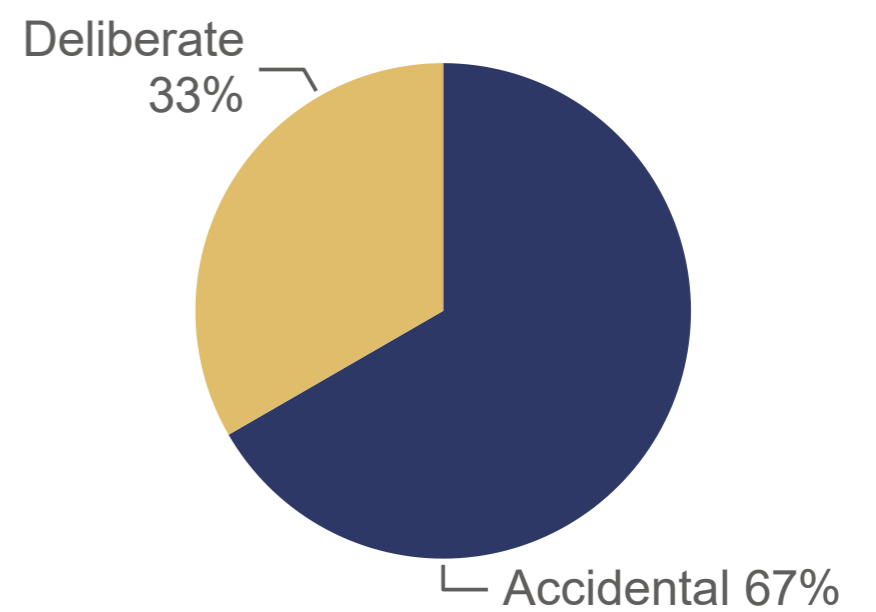
Fire Related Fatalities by Gender



Fire Related Fatalities by Property Type

Property Type	Fire Related Fatalities
House - single occupancy	1
Human harm outdoors	1
Unknown if licensed HMO	1

Fire Related Fatalities by Accidental or Deliberate Fires

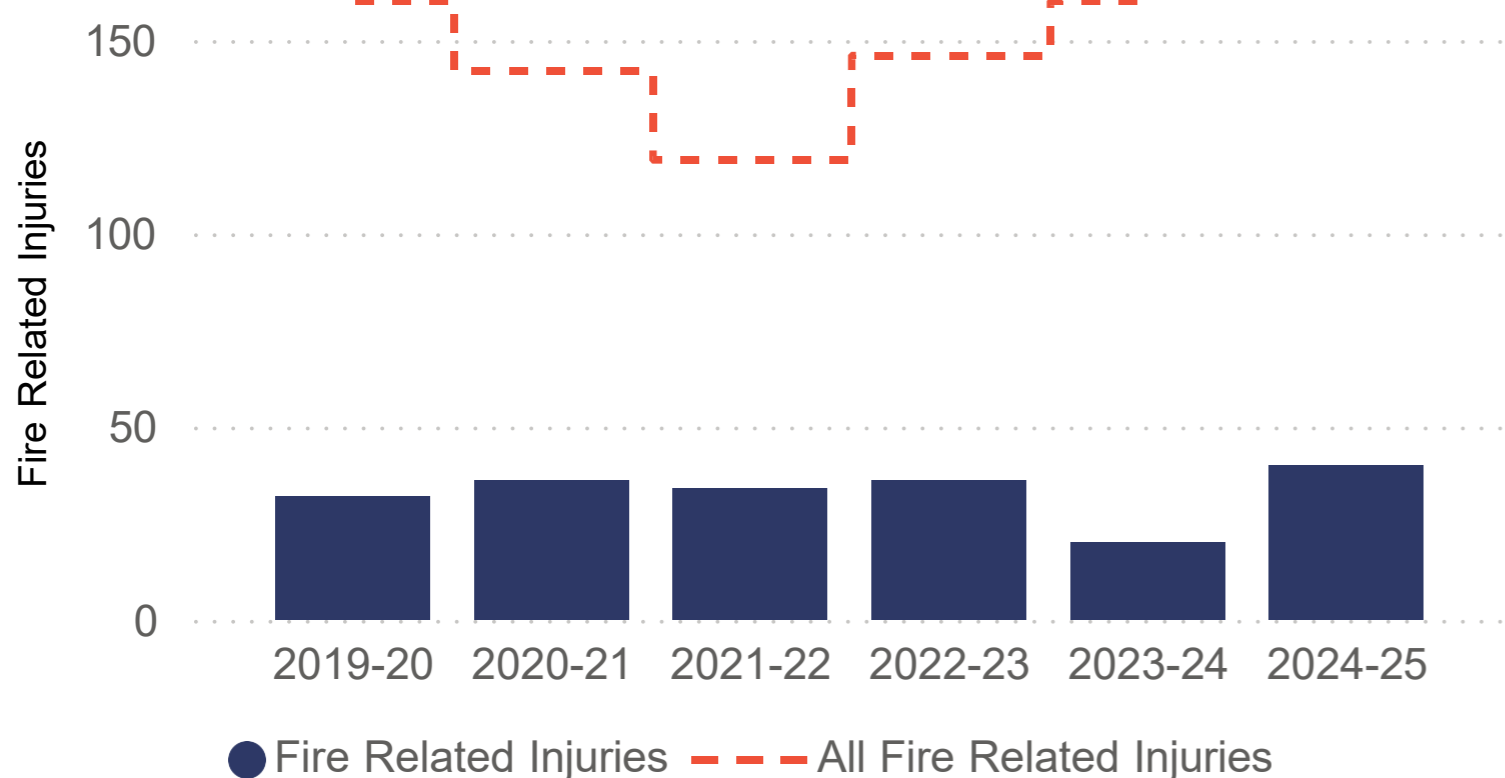


Fire Related Injuries

01 April 2024

16 June 2024

Fire Related Injuries by Financial Year



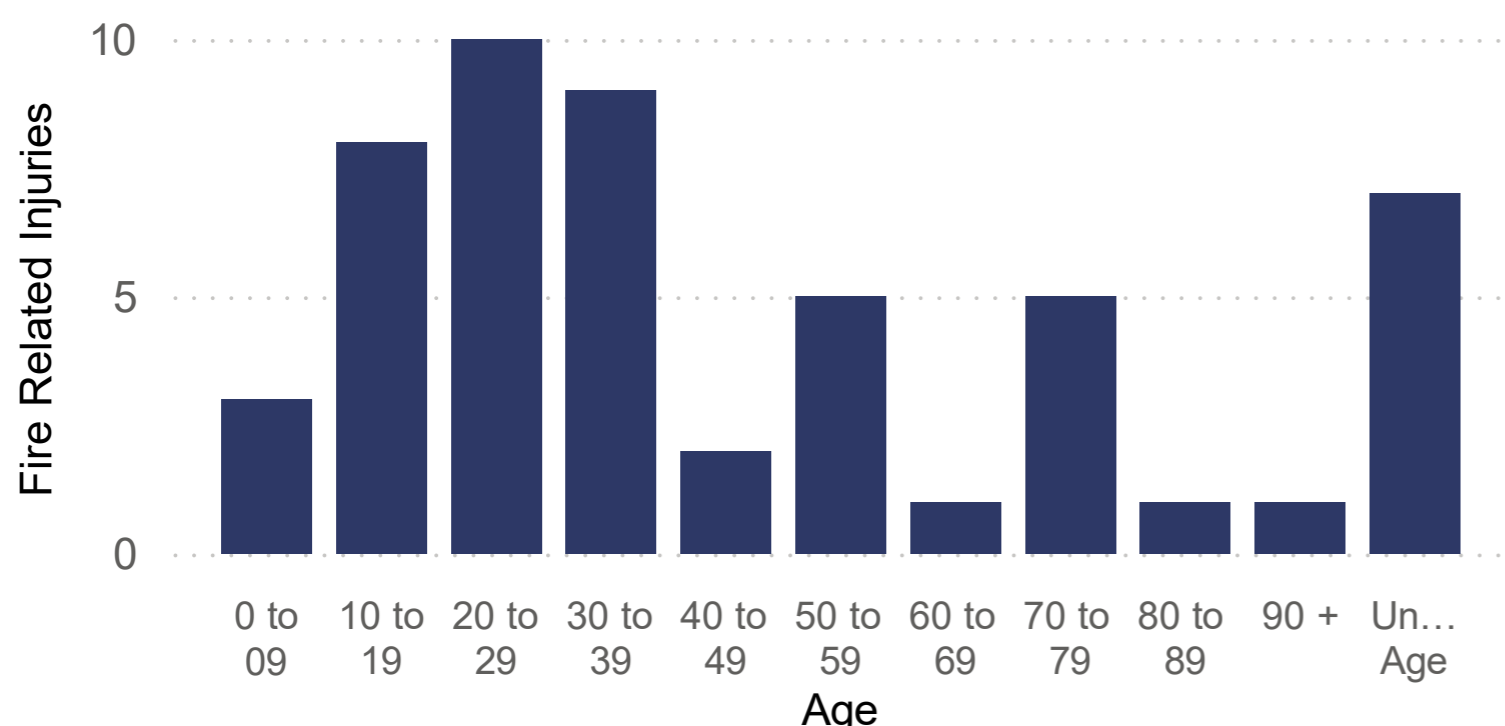
All Fire Related Injuries (red dotted line) shows the total figure for the financial year. The bars show the value for selected date range.

Fire Related Injuries Previous Year To Date Comparison

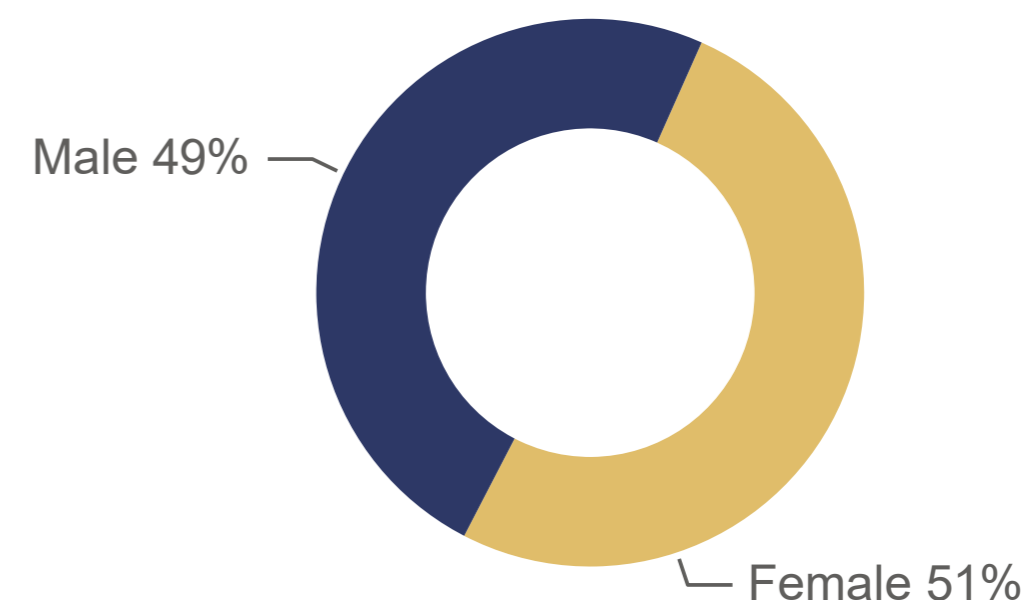
District	% increase/decrease on previous year	3 Year Average
Bradford	67%	↑
Calderdale	0%	↓
Kirklees	350%	↑
Leeds	11%	↑
Wakefield	800%	↑

3 Year average indicator shows if current number of Fire Related Injuries this financial year is an increase/decrease of Fire Related Injuries against the 3 year average. Looking at only the comparison range.

Fire Related Injuries by Age



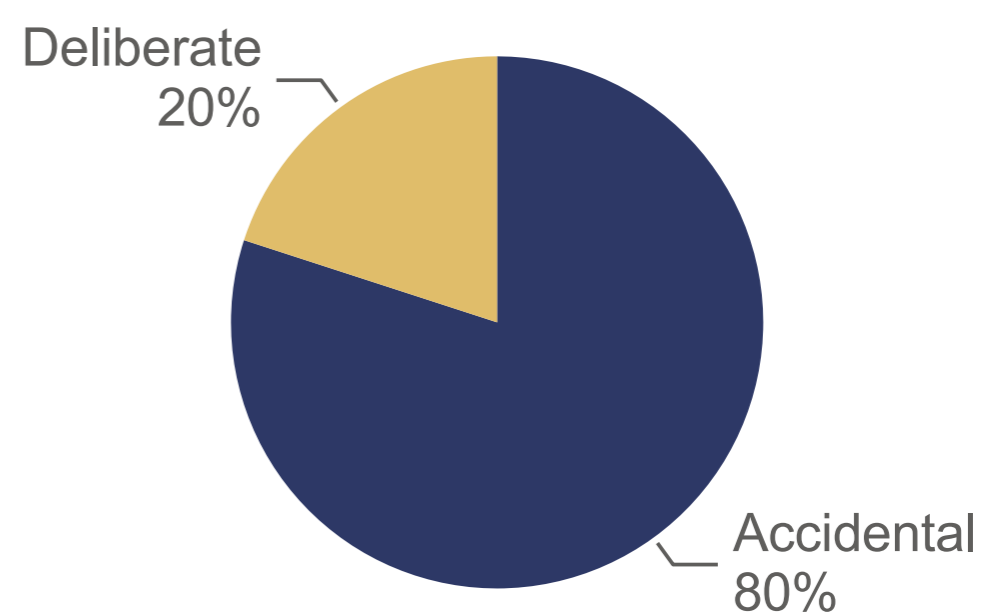
Fire Related Injuries by Gender



Fire Related Injuries by Severity

Severity of Injury	Fire Related Injuries
Victim went to hospital, injuries appear to be Slight	35
Victim went to hospital, injuries appear to be Serious	11
Precautionary check recommended	3
First aid given at scene	0

Fire Related Injuries by Accidental or Deliberate Fires



Top Property Type

House - single occupancy

Top Fire Cause

Accidental - Combustible articles too close to heat source (or fire)

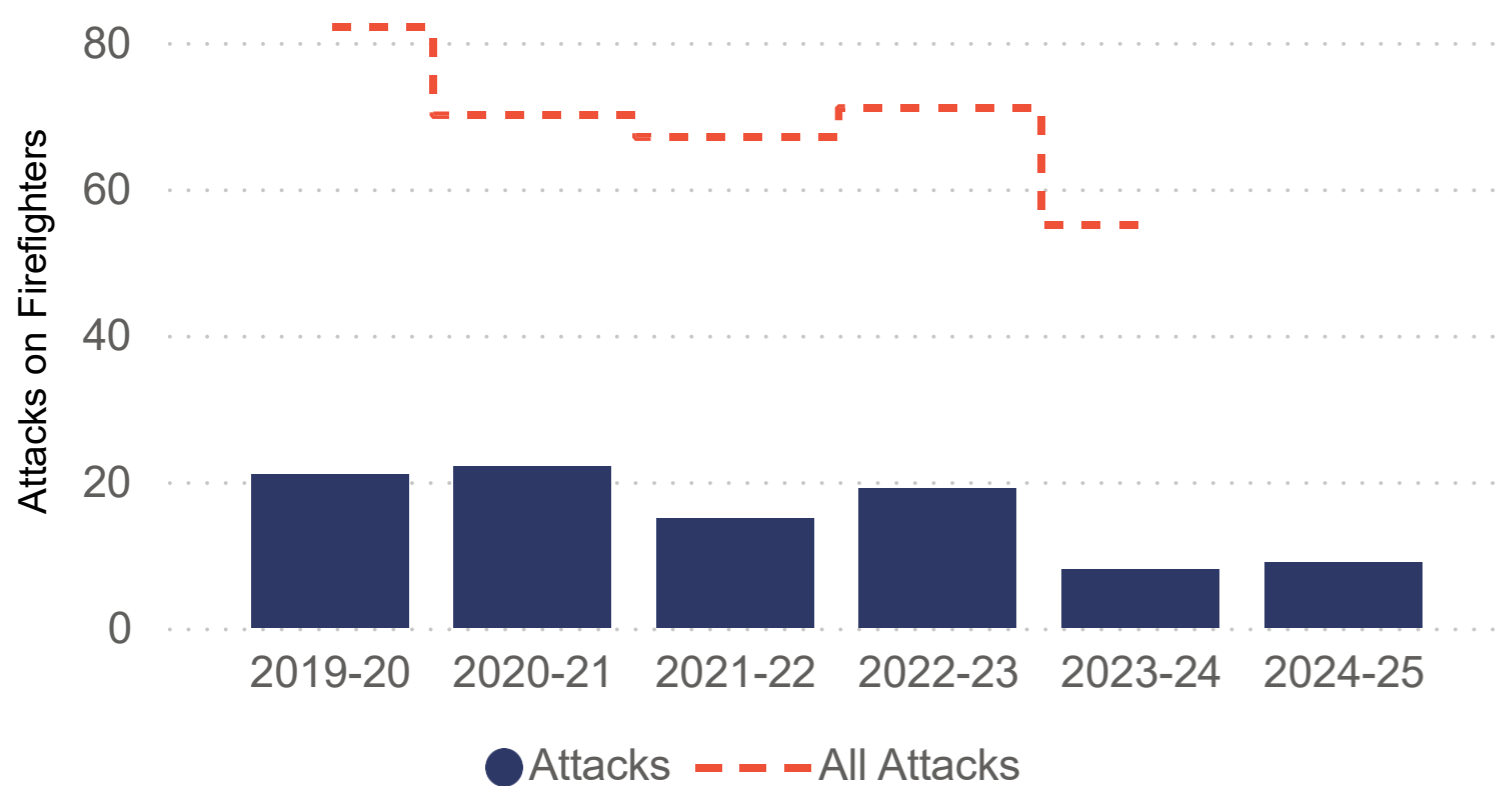
Accidental - Fault in equipment or appliance

Attacks on Firefighters

01 April 2024

16 June 2024

Attacks on Firefighters by Financial Year



All Attacks on Firefighters (red dotted line) shows the total figure for the financial year. The bars show the value for selected date range.

Attacks on Firefighters Previous Year To Date Comparison

District	Current period	Previous year	% increase/decrease on previous year	3 Year Average
Bradford	4	2	100%	↓
Calderdale	1	1	0%	↑
Kirklees				↓
Leeds	3	2	50%	↑
Wakefield	1	3	-67%	↓

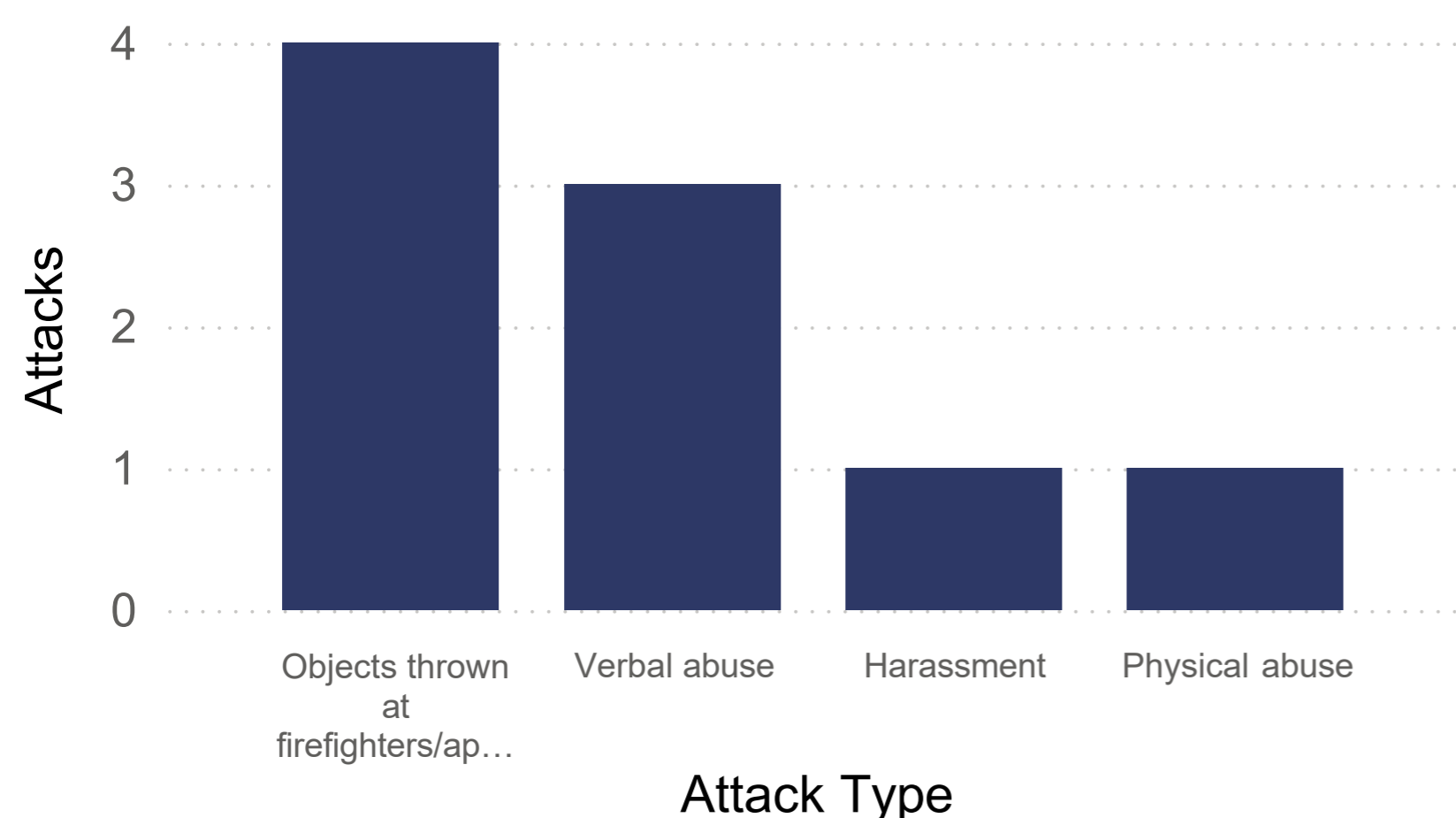
3 Year average indicator shows if current number of Attacks on Firefighters this financial year is an increase/decrease of Attacks on Firefighters against the 3 year average. Looking at only the comparison range.

Attacks on Firefighters by Severity



Visual may be blank if no slight and serious injuries are recorded for the date range.

Attacks on Firefighters by Attack Type



Percentage of incidents with an attack

District	% Attacks at district total incidents
Bradford	0.30%
Calderdale	0.22%
Leeds	0.18%
Wakefield	0.10%

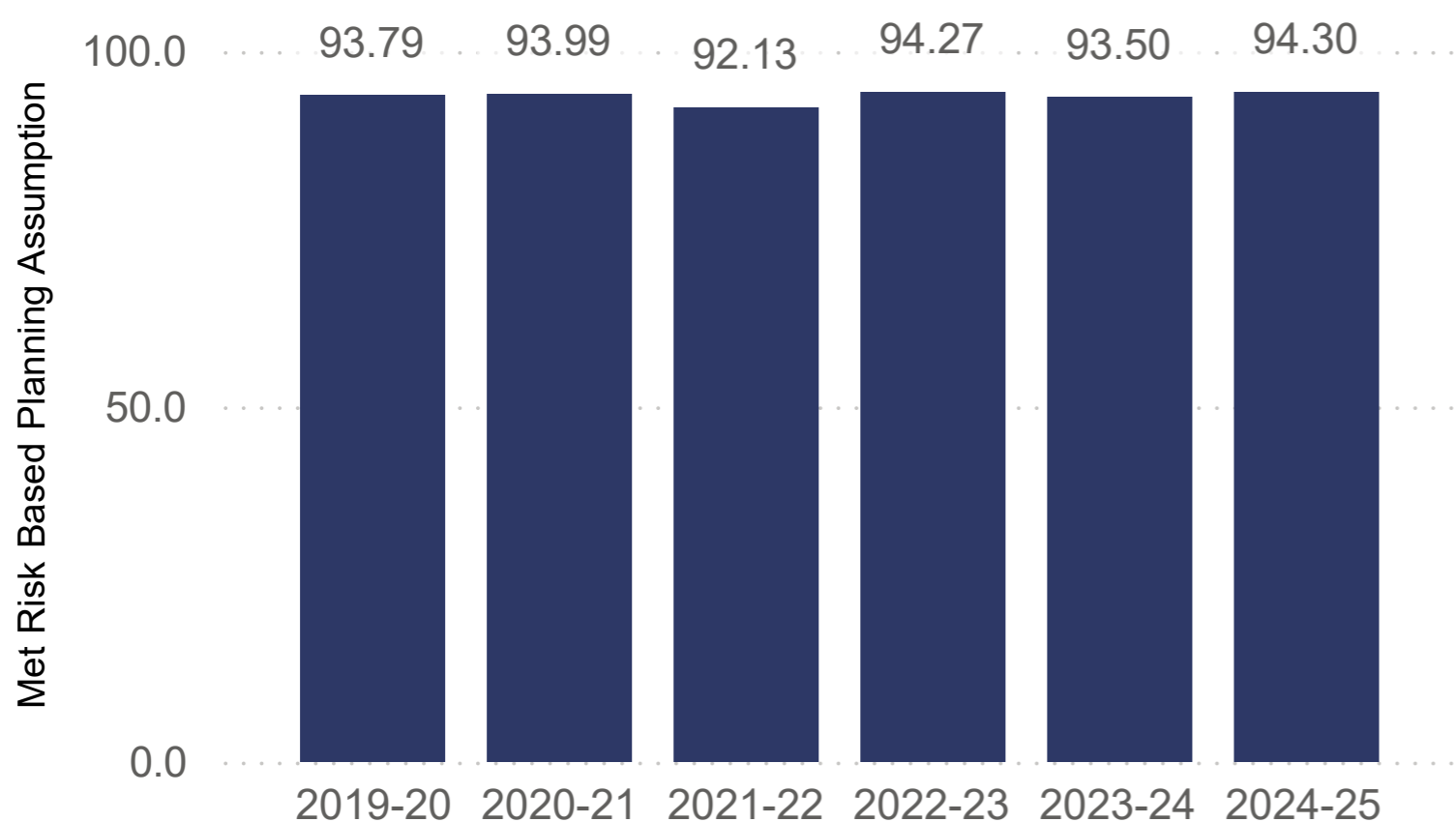
Percentage of attacks based on number of incidents per district.

Response Times

01 April 2024

16 June 2024

Percentage of Met Risk Based Planning Assumption Response Times by Financial Year



Percentage of Met Risk Based Planning Assumption Response Time

District	% Met
Leeds	95.84
Bradford	95.16
Wakefield	93.68
Kirklees	91.79
Calderdale	90.91

Comparing: Q1

Average Response Time by LSOA Risk Score and Severity

Risk Score	Life	Property	Other	Total
Very High	00:05:33	00:06:59	00:06:16	00:06:14
High	00:06:24	00:06:20	00:06:28	00:06:27
Medium	00:06:33	00:07:09	00:06:46	00:06:46
Low	00:06:55	00:08:06	00:07:13	00:07:14
Very Low	00:08:14	00:08:53	00:08:34	00:08:31
Total	00:07:09	00:07:42	00:07:12	00:07:14

Average Response Time Targets

Risk Score	Life	Property	Other
Very High	7.00	9.00	15.00
High	8.00	10.00	15.00
Medium	9.00	11.00	15.00
Low	10.00	12.00	15.00
Very Low	11.00	13.00	15.00

LSOA: Lower Super Output Area.

The Risk Based Planning Assumptions (RBPA) utilised by WYFRS place greatest emphasis on the likelihood of incidents occurring where there is a risk to people. Three different classifications of incidents are utilised, these being:

Life – Potential for incidents to involve rescues, injuries or fatalities including private dwellings, or other sleeping risks.

Property – Incidents occurring in properties other than those included within the Life risk.

Other – All other incidents not included within the descriptors for Life and Property risk including secondary fires, false alarms and non-fire related incidents where there is no risk to human life.

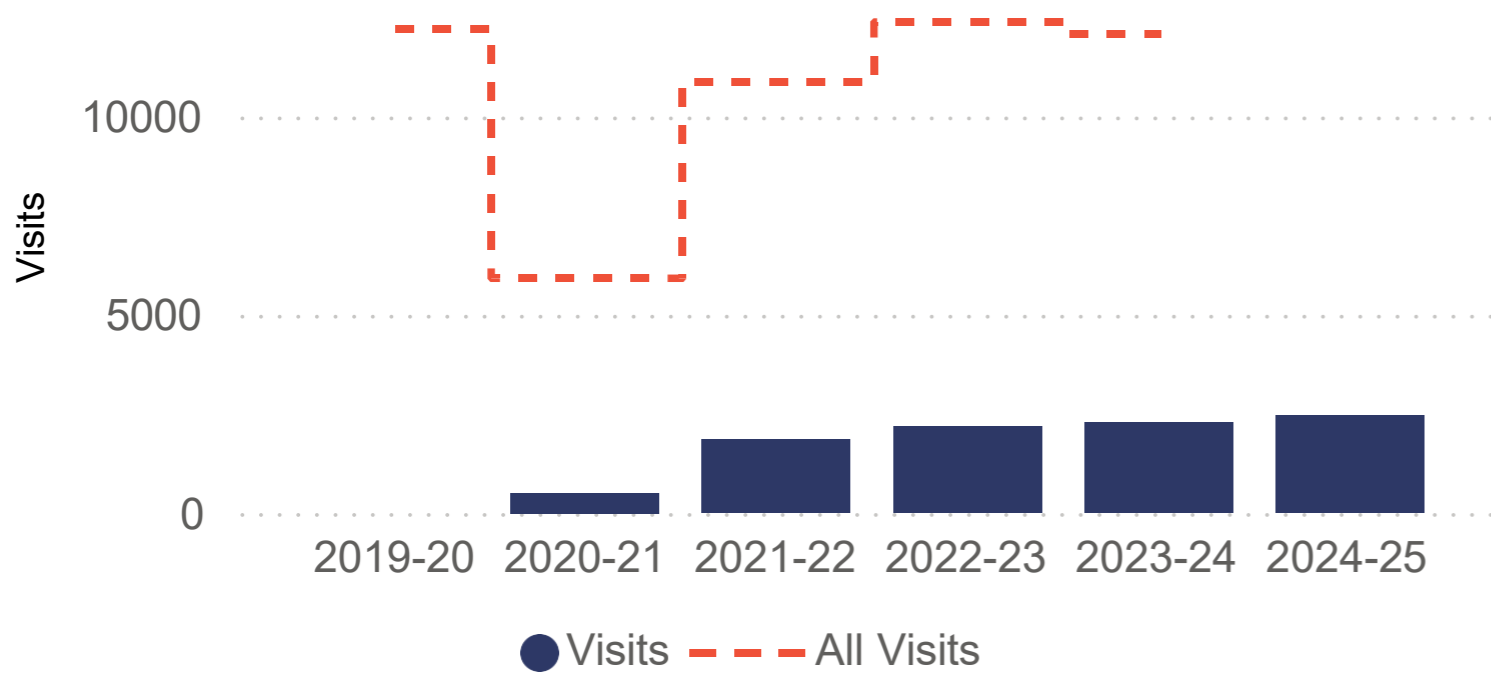
The RBPA's are underpinned by a comprehensive risk assessment for WYFRS.

Safe and Wells and High Risk Interventions

01 April 2024

16 June 2024

Completed Safe and Well and High Risk Intervention Visits by Financial Year



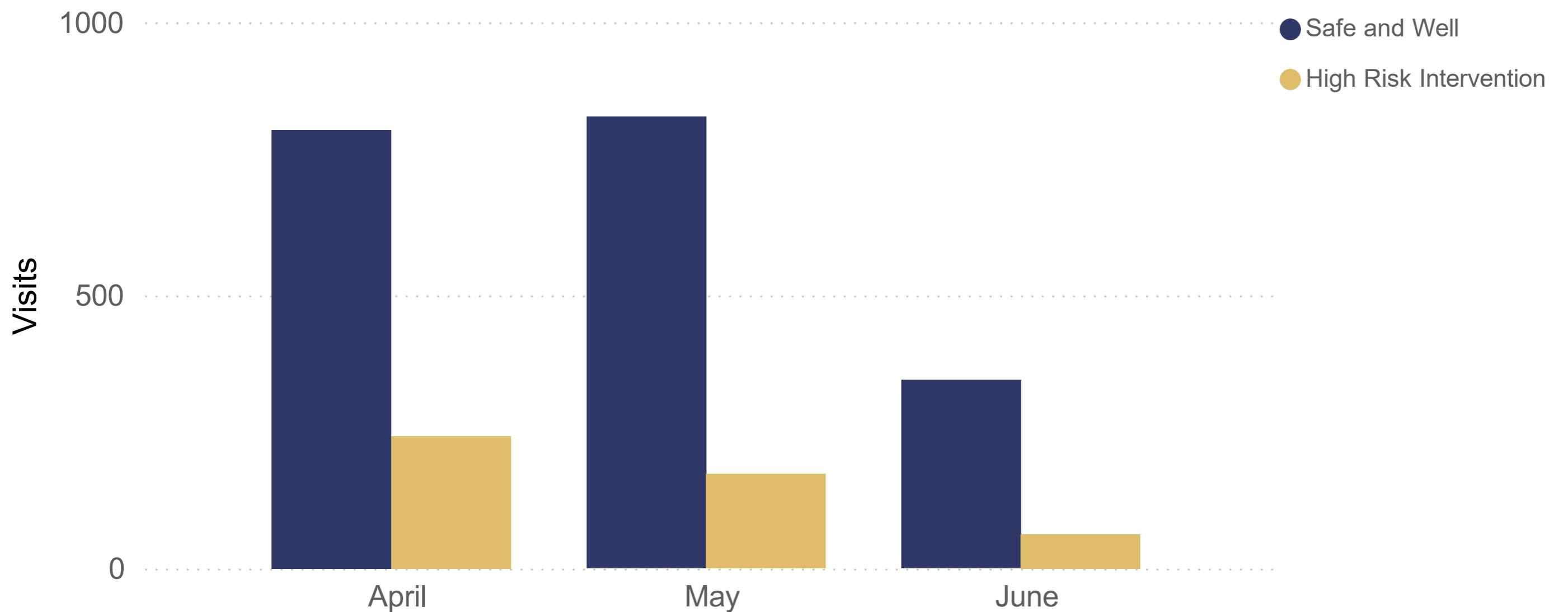
Completed Safe and Well Visits Previous Year To Date Comparison

District	% increase/decrease on previous year
Bradford	4%
Calderdale	-8%
Kirklees	-12%
Leeds	26%
Wakefield	23%

All Visits (red dotted line) shows the total figure for the financial year.

The bars show the value for selected date range.

Completed Visits by Month



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.

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.

It also covers a broader assessment of vulnerability against a number of other elements, including:

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

Site Specific Risk Inspections (SSRI)

01 April 2024

16 June 2024

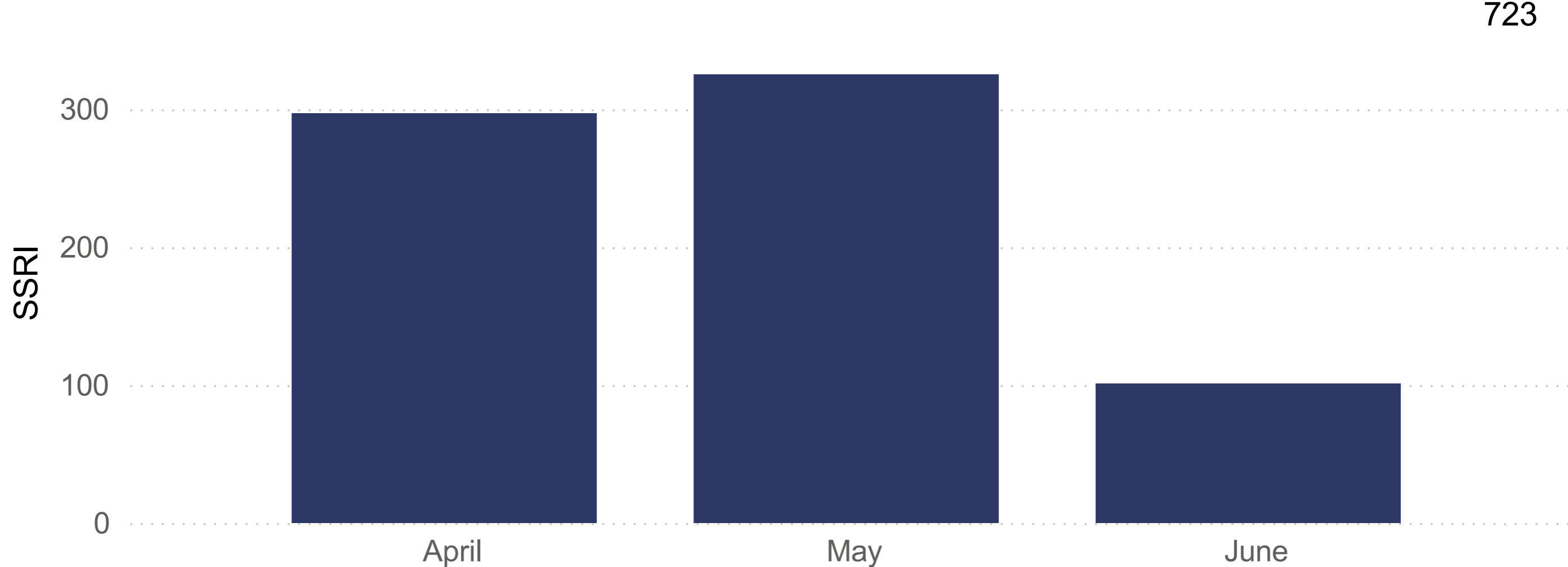
SSRI by Financial Year



All SSRI (red dotted line) shows the total figure for the financial year.

The bars show the value for selected date range.

SSRI by Month



SSRIs are generated from operational liaison referrals, post fire visits and what crews identified as perceived risks within their station area.

SSRIs are allocated to each District which are then allocated to stations/watches.

The Operational Risk Management Team centrally audit 100 percent of all SSRIs. This ensures a standard approach to the recording and understanding of risk which in turn underpins the safety of operational crews when responding to premises considered higher risk.