

# Minutes

## Full Authority

Date: 19 June 2025

Time: 10:30

Venue: FSHQ

Present:

Cllr O'Donovan (in the Chair), Cllrs Ahmed, Bryan, Buckley, Burke, Carlisle, Dickenson, Garvani, Hall, Keith, Parnham, Pollard, Renshaw, Shaheen, Sutcliffe, Tudor, Tulley and Wood

In Attendance:

Apologies:

Cllrs Anwar, Bruce, Downes and Salam,

### 1. Appointment of Chair

**Resolved**

That Councillor Darren O'Donovan be appointed as Chair of the Authority for the 2025/26 year.

### 2. Appointment of Vice-chair

**Resolved**

That Councillor Steve Tulley be appointed as Vice chair of the Authority for the 2025/26 year.

### 3. Membership of the Authority 2025/26

The Monitoring Officer submitted a report which confirmed the membership and political balance of the Authority for 2025/26 as notified by the five West Yorkshire District Councils. The changes to membership are as follows:

Bradford – No Change, Councillors Pollard, Salam, Shaheen, Sutcliffe and Wood remain as members of the Authority

Calderdale – No Change, Councillors Ahmed and Dickenson remain as members of the Authority

Kirklees – Councillor Ammar Anwar (Community Alliance) replaces Councillor Aafaq Butt (Labour) and Councillors Burke, Hall and O'Donovan remain as members of the Authority.

Leeds – Councillor John Garvani (Labour) replaces Councillor Asghar Ali (Labour) and Councillor John Tudor (Labour) replaces Councillor Tom Hinchcliffe (Labour) and Councillors Bruce, Buckley, Carlisle, Downes, Parnham and Renshaw remain as members of the Authority.

Wakefield – No Change, Councillors Bryan, Keith and Tulley remain as members of the Authority

**Resolved**

That the Authority membership for 2025/26 be noted.

## **4. Chair's announcements**

New members were welcomed to the Fire Authority.

## **5. Urgent items**

There were no urgent items.

## **6. Admission of the public**

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

## **7. Declarations of interest**

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

## **8. Committee Memberships 2025/26**

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

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

**Resolved**

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

Labour group	25
Conservative Group	8
Liberal Democrat Group	4
Green Group	4
Bradford Independent Group	2
Community Alliance Group	2

and;

That the allocation of committee memberships and substitute memberships for 2025/26 be approved as detailed at Annex A to these Minutes.

That appointments to the positions of Chair and Vice chair of the respective Committees be as follows:

Executive Committee

Chair Councillor O'Donovan    Vice Chair Councillor Tulley

Audit Committee

Chair Councillor Renshaw    Vice Chair Councillor Parnham

Community Safety Committee

Chair Councillor Keith    Vice Chair Councillor Wood

Finance and Resources Committee

Chair Councillor Tulley    Vice Chair Councillor Garvani

People and Culture Committee

Chair Councillor Shaheen    Vice Chair Councillor Ahmed

and;

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

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

Consideration was given to a report of the Monitoring Officer which sought the appointment of members to answer questions at meetings of constituent authorities and of District Community Safety Lead Representatives.

**Resolved**

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

Bradford	Councillor Shaheen
Calderdale	Councillor Ahmed
Kirklees	Councillor O'Donovan
Leeds	Councillor Renshaw
Wakefield	Councillor Tulley

## **10.Appointment of Member Champions 2025/26**

Consideration was given to a report of the Monitoring Officer which sought the appointment of relevant Member Champions for 2025/26.

### **Resolved**

That Councillor D O'Donovan be appointed Member Champion for Mental Health and Councillor Shaheen be appointed Member Champion for Diversity and Inclusion for 2025/26.

## **11.Representation on Outside Bodies for 2025/26**

Members considered the appointment of representatives to serve on the Local Government Association and other outside bodies for the year 2025/26.

### **Resolved**

That the following appointments be made for 2025/26.

LGA General Assembly	Chair, Councillors K Renshaw, S Tulley and D Hall (or their nominated representatives)
LGA Fire Commission	Chair and Councillor D Hall (or their nominated representatives)
Yorkshire and Humber (Local Authorities) Employers' Association	Councillor F Shaheen (or her nominee)
Yorkshire Purchasing Organisation Management Committee	Councillor S Tulley (or his nominee)
Tri-Service Collaboration Board	Chair (or his nominee)

## **12.Minutes of meeting held on 27 February 2025**

### **Resolved**

That the Minutes of the meeting held on 27 February 2025 be signed by the Chair as a correct record.

## **13.Matters arising**

There were no matters arising.

## **14.Minutes of Committees held since 27 February 2025 and of other relevant Outside Bodies**

### **Resolved**

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

## **15.Constitution Review**

Members received a report from the Director of Corporate Services which provided an annual update of the Constitution, with one small amendment proposed.

### **Resolved**

That the constitution be updated as detailed in the report, the link circulated to members and published to the web.

## **16.Member Strategic Briefings 2025/26**

Members received a report from the Director of Corporate Services which provided an introduction to the member strategic briefings schedule.

### **Resolved**

That the schedule of member strategic briefings for 2025/26 as detailed in the annex to the report now submitted, is approved.

## **17.Member Development and Training Schedule 2025/26**

Members received a report which provided an introduction to the Member training and development schedule.

### **Resolved**

That the Member training and development schedule for 2025/26 as detailed in the annex to the report now submitted is approved.

## **18.Calendar of Meetings 2025/26**

Consideration was given to a report from the Director of Corporate Services which sought approval for an amendment to the approved programme of meetings for 2025/26.

### **Resolved**

That the programme of meetings 2025/26 be amended as detailed in the report now submitted.

## **19.Community Risk Management Plan (CRMP) - Your Fire & Rescue Service 2025/28**

Members considered a report from the Director of Service Support which provided an overview of the community risk management planning consultation and engagement process, the revised Strategic Priorities, and the new WYFRS Community Risk Management Plan (CRMP) Your Fire and Rescue Service 2025-28 which is due to go live in July 2025.

Members welcomed the report and the in-depth consultation analysis. Members challenged the report author on whether the staff breakdown of staff responses was equally distributed throughout all the departments and were informed that there had been a limited internal response, but the replies had been quite widespread with a good green/grey split.

Clarification was also sought regarding how it would be possible to increase the knowledge of the population that were unaware of the community risks in their own area. They were informed that the emphasis was on visibility and highlighting the risks which would be tailored for individual communities. Members also sought information regarding if there were any plans to increase public engagement where communities did not understand fire risks. They were informed that there were challenges getting into certain communities and information would go out in a simple infographic form to negate any language difficulties.

Members also sought input regarding if the ratio of 10% of staff responses could be improved and were informed that 300 hours of internal focus group activity had also taken place in addition to the surveys.

#### **Resolved**

That the report be noted.

## **20. Customer Service Excellence**

Members received a report from the Director of Corporate Services which provided an update on the Customer Service Excellence Assessment 2024.

It was reported that the Authority had attained the Customer Service Excellence standard with full compliance against all 57 elements including 36 Compliance Plus awards.

Members acknowledged the report as a good news story and were informed that the results would be posted on the website as well as ensuring staff were congratulated and an internal article circulated.

Members also sought confirmation that the reports were moderated as the assessors presented reports at their own moderation board for any challenges.

#### **Resolved**

That the report be noted.

## 21. Productivity and Efficiency Plan

The Director of Service Support submitted a report which provided members with a progress update on how West Yorkshire Fire & Rescue Service (WYFRS) are continuing to deliver efficiencies and increase productivity against national targets set for the 2022/23 - 2024/25 spending review period and beyond.

The report detailed the ongoing annual efficiencies already realised and the identified cashable efficiency savings to be implemented throughout the duration of the current Medium Term Financial Plan.

Members discussed the software update and how this fitted into the efficiency plan and were informed that such advances and the use of AI could generate savings. They also sought information regarding how the impact of staff efficiencies and working smarter could be measured and were informed that the result of smarter working was difficult to measure but a good example was the move to all staff having fuel cards which had increased efficiency. The Service Delivery Effectiveness plan had also been created, which looked at every single process and identified areas where improvement could be made.

### **Resolved**

That the report be noted.

## 22. Performance Management Reports

Members received a report from the Deputy Chief Fire Officer which summarised the Authority's performance against key performance indicators for the period 1 April 2024 to 31 March 2025 and detailed the Authority's performance against key performance indicators for the period 1 April 2025 to 18 June 2025.

Members noted the report and assurance was given that sufficient cover is provided for the high number of Calderdale incidents, which involves an exceptionally dynamic process including suitably vigilant control staff.

Members noted the significant increase in dwelling fires in the Bradford district and the report author confirmed that each incident had been carefully assessed but there was no apparent pattern.

### **Resolved**

That the report be noted.

## 23. Quarterly Update on His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS)

The Director of Corporate Services submitted a report which updated Members on the progress of the His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) Actions.

In the HMICFRS report there were 7 actions identified as areas for improvement and there has been 11 actions identified internally. 3 of the total number of actions have been completed and the remaining 15 actions are on track for completion in accordance with the schedule.

**Resolved**

That the report be noted.

## **24. Programme of Change Update**

The Director of Service Support submitted a report updating members of the progress in relation to the Programme of Change 2024/25 and introducing the Programme of Change 2025/26.

**Resolved**

That the report be noted.

Chair