

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:

17 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.

18 Matters arising

19 Urgent items

There were no urgent items.

20 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.

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Agenda Item 06

One Agenda Item meeting

Executive Committee

Date: 5 September 2025

Submitted by: Director of People and Culture.

Purpose: The Executive Committee is requested to note the additional revenue funding available following the pay award for 2025/26 and subsequently approve the proposal to utilise this additional funding for the appointment of additional posts as set out in the report.

Ordinarily the report would have been submitted to the Authority's People and Culture Committee at its meeting scheduled for 10 October 2025, timelines in relation to appointments mean that this report be considered by the Authority's Executive Committee in accordance with its Constitution. The decision will however be reported, retrospectively to the People and Culture Committee at the meeting referenced above.

Recommendation: Executive Committee is requested to approve the appointment of the additional posts set out in the attached schedule amounting to a cost of £0.263m in 25/26, rising to £0.627m in 2026/27.

Summary: Both the Fire Fighter and Green Book pay awards for 2025/26 were settled at 3.2% which was 0.8% lower than the 4% provision included in the 2025/26 revenue budget. This resulted in an additional budget of £0.677m which is available to fund budget growth. A revenue bidding process was undertaken whereby budget holders were asked to

submit revenue bids, each bid was supported by a comprehensive business case. This paper outlines the additional revenue bids which were submitted for new posts which have been authorised in principle by ELT and subject to approval by the Executive Committee.

Local Government (Access to information) Act 1972

Contact Officer: Martin McCarthy, Director of Corporate Services

Background papers open to inspection

Annexes: Annex 1 table of new posts for consideration attached.

1. Introduction

During the budget setting process some £3.2m of growth bids were submitted by budget holders but due to the challenging financial settlement only the bids that were deemed to be essential were approved, these amounted to £1.1m.

Following the settlement of the pay awards for both grey and green book staff, there is some additional funding that will be used for growth within the organisation. A comprehensive bidding process was undertaken and £0.557m of bids have been submitted, these are for both direct employee and non- employee costs.

Due to length of the recruitment process, it is imperative that approval is sought from the Executive Committee so that new posts can be advertised as quickly as possible. This is especially important for the two apprentice posts as funding for level 7 apprenticeships ends in January and registration on the scheme is required by mid- November.

2. Information

Both the Fire Fighter and Green Book pay awards for 2025/26 were settled at 3.2% which was 0.8% lower than the 4% provision included in the 2025/26 revenue budget. This resulted in an additional budget of £0.677m which is available to fund budget growth. A revenue bidding process was undertaken whereby budget holders were asked to submit revenue bids, each bid was supported by a comprehensive business base.

The bids were considered at an Executive Leadership Team Star Chamber and the following new posts (in the table attached as Annex 1) were approved in principle pending final approval by the Fire Authority.

In addition to the new posts detailed in this report, there are a number of non-employee

budget growth bids that will be presented to Finance and Resources Committee in October.

3. Financial Implications

The cost of the new posts in 2025/26 amounts to £0.263m, rising to £0.627m in 2026/27. It has been assumed that the new posts will commence employment with the Authority at the beginning of December and the apprentice posts will commence in November to coincide with the deadline for the registration for level 7 apprenticeship training funding.

The full year financial effect of the posts in 2026/27 has been included in the forecast Medium Term Financial Plan.

4. Legal Implications

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

5. People and Diversity Implications

The additional posts will enable service improvements both internally and for the wider community and will contribute to success under the CRMP.

6. Equality Impact Assessment

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

7. Health, Safety and Wellbeing Implications

There are no health, safety, and wellbeing implications

8. Environmental Implications

There are no environmental implications

9. Risk Management Implications

There are no risk management implications.

10. Duty to Collaborate Implications (Police and Crime Act 2017)

None.

11. Your Fire and Rescue Service Priorities

This report links with the Community Risk Management Plan 2025-2028 strategic priorities below:

- Provide a safe, effective and resilient response to local and national emergencies
- Focus activities on reducing risk and vulnerability
- Prioritise a people first mindset through ethical and professional leadership and management
- Enhance the health, safety and wellbeing of our people
- Work with partners and communities to deliver our services
- Use resource in an innovative, sustainable and efficient manner to maximise value for money
- Further develop a culture of excellence, equity, learning and inclusion

12. Conclusions

The Executive Committee are invited to consider the proposed new posts and give their approval if appropriate.

Annex 1 – New Posts for approval

POST	DEPARTMENT	GRADE	COST YEAR 2025/26 (PART YEAR)	COST YEAR 2026/27 (FULL YEAR)	BENEFITS OF POST
Road Risk Manager	Occupational Health and Safety	Grade 9	£24,018	£72,407	Will allow the Authority to better manage its occupational road risk. It would reduce the H&S risk to our employees and other road users and also our corporate/legal risk by meeting the standard expected of the regulator for an organisation of our size and risk.
Learning and Development Advisor (temp 2 years)	Organisational Development	Grade 4	£13,732	£43,255	To support transition to higher levels of internal delivery of key L&D workstreams including workshops and courses. Projects include coaching and mentoring system and approach; development of supervisory and management skills, support to deploy behaviours & values framework, increased support for firefighter trainees and people in promotion processes as we continue the transition to Firefighter apprenticeships.
Occupational Psychologist	Corporate Diversity/Organisational Development	Grade 9	£19,740	£63,650	Adding applied psychological research/evaluation expertise and expert advice to support evidence based policy and practice. To support expert impact evaluation to assess the efficacy/ROI of our processes and interventions. It is anticipated the post holder would add value in terms of enhancing specialist knowledge/practice but also in identifying service

					improvements to i) enhance customer experience and community safety and ii) identify value for money opportunities.
ICT Technician (HQ). To make permanent currently a Fixed Term post)	ICT	Grade 6	£16,277	£51,274	The role is essential for future projects, such as digital signage integration, which require dedicated support. The role helps reduce disruption to service support and increases resilience for out-of-hours cover and sickness support. Retaining the role helps maintain skills and knowledge growth, minimising reliance on external parties.
Data Engineer (2 year Fixed Term contract)	ICT	Grade 7	£17,828	£56,159	This second engineer would be able to assist in the design, development, testing and maintenance of the Azure data pipelines which bring data into the OneView platform. Benefits of recruiting a Data Engineer includes increasing the capacity and resilience of the team, ensuring that the work does not completely stop when the Data Engineer is unavailable.
Data Apprentice	ICT	Grade 4	£17,165	£43,225	To assist with the design, development, testing and maintenance of the Azure data pipelines, Data Warehouse and other data processes. experience and expertise of the existing Data Team. The Data Apprentice would also be able to handle some of the less complex and more routine tasks freeing up time and

					resources for the Data Team to focus on more challenging and strategic aspects of OneView.
Apprentice Financial Systems Accountant	Finance	Grade 6	£18,770	£48,665	This position will support the development of a link to transfer financial data from SAP into One View, making budget reports and financial information readily accessible for budget holders. This development cannot be undertaken by Kirklees on our behalf, and resources within ICT are limited to progress this project within the next 12 to 18 months. The role will be pivotal in ensuring the successful delivery of this project and other process improvements, which will positively impact internal stakeholders.
Emergency Services Network (ESN) Project Co-ordinator	Service Support	NA	Approx £17,000 (1/4 of costs circa £68,000 shared with other FRSs)	Approx £17,000 (1/4 of costs circa £68,000 shared with other FRSs)	Initial co-ordination of ESN implementation within the Yorkshire and Humber region. This will be a link within the governance across the region within WYFRS being the co-ordinating Service.
Data Analyst Increase in hours (18.5) for postholder	Strategic Development	Grade 7	£26,742	£28,079	To carry out operational research and provide data analysis and risk modelling to support the development and delivery of the Community Risk Management Plan and subsequent interventions. To use mathematical modelling and complex problem solving to review, evaluate and give advice to support the strategic development in all areas of Service Delivery.

Training Centre Restructure 2 x additional 2 x Crew Managers Fire Fighter Safety	Service Support	2 x CM posts	£70,229	£147,480	<p>Improve the safety and effectiveness of our firefighters</p> <p>Extended training coverage (early, late and night shifts) ensures crews regularly experience realistic, high-risk scenarios, building confidence and competence across all watch patterns.</p> <p>Dedicated, experienced instructors delivering case studies from Grenfell, Manchester and other national learning promote best-practice techniques, reducing on-duty errors and enhancing operational decision-making.</p> <p>Seven-day, flexible rota expands access to professional development for all watches, fostering an inclusive culture where every firefighter—regardless of shift pattern can upskill and contribute to improvement.</p>
Training Administrator additional hours to make 1 full time post	Service Support	Grade 2	£6,980	£7,329	<p>Will be able to handle a higher volume of training sessions, ensuring that all employees receive the necessary training in a timely manner.</p> <p>Will have more time to focus on the quality of training materials and sessions, leading to better learning outcomes for employees.</p> <p>Provide better support to trainers and trainees, addressing any issues promptly and efficiently.</p>

					enable the administrator to streamline administrative processes, reducing delays and improving overall efficiency.
Organisational Learning Officer (replacement of a WM post with a green book post)	SIAT	Grade 6	£15,016	£48,665	Attracting 'Grey Book' colleagues has proven difficult due to the specialised nature and required skills of the roles. New recruits often revert to operational roles shortly after commencement, finding the position unsatisfactory. By opening up the post it will create opportunities for all colleagues across the organisation. Promote career progression. Facilitate succession planning, providing improved services to both the organisation and the public. It will enable the team to adopt a more proactive approach and achieve financial savings for the team.
Building Manager (HQ) Post was initially a fixed term post – request this to become a permanent post	Estates	Grade 7	£17,107	£54,879	responsible for the effective management and maintenance of all buildings within the West Yorkshire Fire and Rescue Service (WYFRS) Headquarters site at Birkenshaw. This includes overseeing compliance with statutory building regulations, managing caretaking staff, and ensuring the site is safe, clean, and operationally efficient for staff and visitors. The role will also coordinate the use of training and meeting rooms and liaise with internal teams to support the smooth running of the site.

