

Minutes

Executive Committee

Date: 5 September 2025

Time: 16:00

Venue: FSHQ

Present:

Cllr O'Donovan (in the chair), Cllrs Downes, Hall, Renshaw, Shaheen, Tulley

Apologies:

None

1. Minutes of the last meeting held on 27 February 2024

Resolved

That the Minutes of the last meeting held on 27 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 that required to exclusion of the press and public.

5. Declarations of interest

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

6. Staffing Revenue Bids

The Executive Committee considered a report of the Director of People and Culture seeking approval to the appointment of various additional posts following additional revenue funding becoming available as a result of lower than budgeted pay awards for the financial year 2025/26.

Ordinarily the report would have been submitted to the Authority's People and Culture Committee at its meeting scheduled for 10 October 2025, however timelines in relation to some of these appointments meant that it was necessary for the Authority's Executive Committee to consider the request at this point in accordance with its Constitution.

The Director of People and Culture provided further detail on each role as set out in the attached schedule to the report. Members sought clarification as to the extent to which posts, if any, might be filled internally, the process for determining the appropriateness of the role aligned to the risks associated with not filling the posts and assurance that each role would undergo thorough job evaluation in the normal manner before going out to advert.

Members of the Service's Executive Team answered questions and provided assurances on each of the points raised.

Resolved

Members of the Executive Committee approved the appointment of the additional posts set out in the attached schedule amounting to a cost of £0.263m in 2025/26, rising to £0.627m in 2026/27.

Chair

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.

