

OFFICIAL

Agenda item: 06

# People and Culture Activity Report

## People and Culture Committee

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**Date:** 10 October 2025

**Submitted by:** Director of People and Culture

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**Purpose:** To inform Members of HR activity to the end of June 2025, incorporating data for Quarter 1 (April 2025 to 30 June 2025).

**Recommendations:** That Members note the content of the report.

**Summary:** This report informs Members of key data relating to the functional areas within the People Directorate

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Local Government (Access to information) Act 1972

**Exemption Category:** None

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**Background papers open to inspection:** None

**Annexes:** None

## 1. Introduction

1.1 This report informs Members of organisational people data.

## 2. Information

2.1 Employee Profile (employee headcount)

This summary table shows our current headcount as a full time equivalent (FTE) value against our target establishment.

To update to latest quarter.

	FTE Headcount (June 2025)	Target Establishment	Variance
Fire Control	42.11	44	-1.89
Green Book	311.5	322	-10.5
On Call	71.51	120	-48.49
Whole time	936.2	938	-1.8
Total	1361.32	1424	-62.68

The Wholetime (WT) operational headcount and strength is as follows. The figures in black relate to the total headcount whilst red relates to the FTE headcount.

### Wholetime Headcount (FTE in Red) as at 19/06/2025

	Total	FF	CM	WM	224 WM	SM	GM	AM	ACO	DCFO	CFO
<b>Total</b>	<b>953</b>	<b>593</b>	<b>194</b>	<b>51</b>	<b>59</b>	<b>40</b>	<b>10</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>FTE Total</b>	<b>936.20</b>	<b>584.90</b>	<b>190.00</b>	<b>49.30</b>	<b>59.00</b>	<b>37.00</b>	<b>10.00</b>	<b>3.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>People and Culture</b>	<b>14</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>4.90</b>	<b>1.40</b>	<b>0.00</b>	<b>1.50</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Service Delivery</b>	<b>863</b>	<b>558</b>	<b>165</b>	<b>40</b>	<b>59</b>	<b>30</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>
	<b>856.50</b>	<b>552.50</b>	<b>164.00</b>	<b>40.00</b>	<b>59.00</b>	<b>30.00</b>	<b>7.00</b>	<b>2.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Service Support</b>	<b>76</b>	<b>31</b>	<b>27</b>	<b>8</b>	<b>0</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
	<b>74.80</b>	<b>31.00</b>	<b>26.00</b>	<b>7.80</b>	<b>0.00</b>	<b>6.00</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>

The table below details the On-Call headcount for each station as well as FTE headcount in red. Establishment at On-Call station includes 1 x WM, 2 X CM, 9 X FF (total 12 FTE).

### On-Call

	Total
Featherstone Station	<b>10</b> <b>5.18</b>
Holmfirth Station	<b>17</b> <b>9.34</b>
Ilkley Station	<b>12</b> <b>5.40</b>
Meltham Station	<b>12</b> <b>6.72</b>
Mirfield Station	<b>15</b> <b>7.42</b>
Mytholmroyd Station	<b>14</b> <b>7.83</b>
Otley Station	<b>16</b> <b>8.85</b>
Silsden Station	<b>10</b> <b>4.71</b>
Skelmanthorpe Station	<b>15</b> <b>9.18</b>
Slaithwaite Station	<b>14</b> <b>6.88</b>
<b>Total</b>	<b>135</b> <b>71.51</b>

The table below details the Fire Control headcount at each level in Fire Control as well as current FTE headcount in red.

	<b>Total</b>	<b>CM</b>	<b>FF</b>	<b>GM</b>	<b>WM</b>
<b>Control</b>	46 42.11	14 12.50	23 21.00	1 1.00	8 7.61

The table below details our current headcount in black across all enabling directorates, as well as FTE headcount in red.

#### Enabling Directorates (Green Book)

<b>Headcount (FTE in red)</b>	<b>Total</b>
<b>Corporate Services</b>	20 16.05
<b>Finance &amp; Procurement</b>	20 19.90
<b>People and Culture</b>	45 42.46
<b>Service Delivery</b>	137 121.17
<b>Service Support</b>	117 111.92
<b>Total</b>	339 311.50

The tables below show the ethnic diversity of our workforce as of 4 September 2025.

#### Wholetime

<b>Ethnicity</b>	<b>Q1 (Apr 25- Jun 25)</b>	<b>%</b>	<b>Q2 (Jul 25- Sep 25)</b>	<b>%</b>	<b>Q3 (Oct 25- Dec 25)</b>	<b>%</b>	<b>Q4 (Jan 26 - Mar 26)</b>	<b>%</b>
<b>Total</b>	<b>949</b>	<b>%</b>		<b>%</b>		<b>%</b>		<b>%</b>
Arab	1	0.11						
Any other Ethnic Group	5	0.53						
Any other Mixed / Multiple Ethnic Background	5	0.53						
Any Other White	13	1.37						
Asian or Asian British	16	1.69						
Black or Black British	4	0.42						
Chinese	2	0.21						
Indian	2	0.21						
Mixed	11	1.16						
Not Declared	53	5.58						
Pakistani	2	0.21						
Prefer not to specify	7	0.74						
White and Asian	1	0.11						
White and Black African	3	0.32						
White and Black Caribbean	7	0.74						
White British	178	18.76						
White British or Irish	639	67.33						
<b>SUMMARY ROW    WHITE BRITISH/IRISH</b>	<b>817</b>	<b>86.09</b>						
<b>SUMMARY ROW    ETHNIC MINORITY</b>	<b>72</b>	<b>7.59</b>						
<b>SUMMARY ROW    NOT DECLARED</b>	<b>60</b>	<b>6.32</b>						

The ethnicity profile of our WT Firefighter cohort remains static since the last quarter. 7.45% of this cohort identify as one of the ethnically diverse groups other than White British and White Irish. The next trainee course (due to commence 6 October 2025) will have 15% (3 out of 20) who identify as mixed race.

#### Fire Control

<b>Ethnicity</b>		<b>Q1</b> (Apr 25- Jun 25)	<b>%</b>	<b>Q2</b> (Jul 25- Sep 25)	<b>%</b>	<b>Q3</b> (Oct 25- Dec 25)	<b>%</b>	<b>Q4</b> (Jan 26 - Mar 26)	<b>%</b>
<b>Total</b>		<b>46</b>	<b>%</b>		<b>%</b>		<b>%</b>		<b>%</b>
Mixed		0	0						
Not Declared		2	4.35						
White and Asian		0	0						
White British		13	28.26						
White British or Irish		31	67.39						
<b>SUMMARY ROW</b>	<b>WHITE BRITISH/IRISH</b>	<b>44</b>	<b>95.65</b>						
<b>SUMMARY ROW</b>	<b>ETHNIC MINORITY</b>	<b>0</b>	<b>0</b>						
<b>SUMMARY ROW</b>	<b>NOT DECLARED</b>	<b>2</b>	<b>4.35</b>						

# On-Call

		<b>Q1</b> (Apr 25- Jun 25)	<b>%</b>	<b>Q2</b> (Jul 25- Sep 25)	<b>%</b>	<b>Q3</b> (Oct 25- Dec 25)	<b>%</b>	<b>Q4</b> (Jan 26 - Mar 26)	<b>%</b>
<b>Ethnicity</b>									
<b>Total</b>		<b>142</b>	<b>%</b>		<b>%</b>		<b>%</b>		<b>%</b>
Any Other White		1	0.70						
Chinese		1	0.70						
Not Declared		9	6.34						
Prefer not to specify		1	0.70						
White and Asian		1	0.70						
White and Black Caribbean		1	0.70						
White British		22	15.49						
White British or Irish		106	74.65						
<b>SUMMARY ROW</b>	<b>WHITE BRITISH/IRISH</b>	<b>128</b>	<b>90.14</b>						
<b>SUMMARY ROW</b>	<b>ETHNIC MINORITY</b>	<b>4</b>	<b>2.82</b>						
<b>SUMMARY ROW</b>	<b>NOT DECLARED</b>	<b>10</b>	<b>7.04</b>						

# Enabling Directorates

Ethnicity		Q1 (Apr 25- Jun 25)	%	Q2 (Jul 25- Sep 25)	%	Q3 (Oct 25- Dec 25)	%	Q4 (Jan 26 - Mar 26)	%
<b>Total</b>		<b>342</b>	<b>%</b>		<b>%</b>		<b>%</b>		<b>%</b>
African		2	0.58						
Any other Asian Background		1	0.29						
Any other Black / African / Caribbean Background		2	0.58						
Any other Ethnic Group		1	0.29						
Any Other White		6	1.75						
Asian or Asian British		9	2.63						
Caribbean		2	0.58						
Gypsy or Irish Traveller		1	0.29						
Indian		4	1.17						
Irish		1	0.29						
Mixed		1	0.29						
Not Declared		14	4.09						
Pakistani		3	0.88						
Prefer not to specify		3	0.88						
White and Asian		2	0.58						
White and Black African		2	0.58						
White and Black Caribbean		1	0.29						
White British		125	36.55						
White British or Irish		162	47.37						
<b>SUMMARY ROW</b>	<b>WHITE BRITISH/IRISH</b>	<b>287</b>	<b>83.92</b>						
<b>SUMMARY ROW</b>	<b>ETHNIC MINORITY</b>	<b>38</b>	<b>11.11</b>						
<b>SUMMARY ROW</b>	<b>NOT DECLARED</b>	<b>17</b>	<b>4.97</b>						

## 2.2 Sickness Absence

The below tables show sickness for the last quarter by Duty system (June – August) with a previous year comparison for trend analysis.

Green Book			
Month/Year	2024	2025	% Difference
June	187	183	-2.1%
July	243	190	-17.9%
Aug	253	218	-12.2%
Total working days lost	683	591	-11.9%

Grey Book			
Month/Year	2024	2025	% Difference
June	727	705	-2.9%
July	816	826	1.2%
Aug	867	967	13.0%
Total working days lost	2322	2410	3.8%

On-Call			
Month/Year	2024	2025	% Difference
June	182	66	-63.7%
July	173	70	-59.5%
Aug	135	43	-68.1%

The following tables detail absence types by duty system with a comparison of 2024 and 2025.

Green Book	2024	2025 Total Difference	
<b>Jun</b>	<b>191</b>	<b>187</b>	<b>-4</b>
Back Problems	3	12	9
Cancer	18	13	-5
Chest and Respiratory Problems	0	5	5
Corona Virus	9	7	-2
Cough / Cold / Flu	20	14	-6
Dental	4	0	-4
Ear / Nose / Throat	2	0	-2
Eye Problems	0	2	2
Gastrointestinal	5	0	-5
Headache / Migraine	7	18	11
Heart / Cardiac / Circulatory	0	17	17
Kidney Disorder	1	0	-1
Long Covid	20	0	-20
Muscular Skeletal	6	42	36
PERSONAL - Anxiety/Stress/Depression/Mental Health	64	33	-31
Pregnancy Related	1	0	-1
Sickness & Diarrhoea	2	8	6
Surgery / Operation	29	16	-13
<b>Jul</b>	<b>296</b>	<b>243</b>	<b>-53</b>
Asthma	5	0	-5
Back Problems	3	0	-3
Cancer	14	14	0
Chest and Respiratory Problems	10	0	-10
Corona Virus	12	2	-10
Cough / Cold / Flu	22	5	-17
Ear / Nose / Throat	5	0	-5
Gastrointestinal	30	5	-25

Gynaecological	0	20	20
Headache / Migraine	0	27	27
Heart / Cardiac / Circulatory	17	7	-10
Muscular Skeletal	0	46	46
PERSONAL - Anxiety/Stress/Depression/Mental Health	141	43	-98
PERSONAL - Did not disclose.	0	10	10
Reproductive	0	4	4
Respiratory	6	0	-6
Sickness & Diarrhoea	6	27	21
Surgery / Operation	25	33	8
<b>Aug</b>	<b>288</b>	<b>253</b>	<b>-35</b>
Cancer	13	11	-2
Chest and Respiratory Problems	2	4	2
Corona Virus	6	0	-6
Cough / Cold / Flu	6	12	6
Dermatological	0	9	9
Ear / Nose / Throat	7	3	-4
Eye Problems	0	2	2
Fracture	0	34	34
Gastrointestinal	25	2	-23
Gynaecological	0	25	25
Headache / Migraine	1	25	24
Heart / Cardiac / Circulatory	21	2	-19
Muscular Skeletal	0	63	63
PERSONAL - Anxiety/Stress/Depression/Mental Health	176	34	-142
Pregnancy Related	3	0	-3
Sickness & Diarrhoea	5	17	12
Skin Complaint	2	0	-2
Surgery / Operation	21	9	-12

WORK - Anxiety/Stress/Depression/Mental Health	0	1	1
<b>Total</b>	<b>775</b>	<b>683</b>	<b>-92</b>

Grey Book	2024	2025 Total	Difference
<b>Jun</b>	<b>749</b>	<b>727</b>	<b>-22</b>
Back Problems	19	46	27
Bowel Disorder	0	14	14
Chest and Respiratory Problems	8	16	8
Corona Virus	4	6	2
Cough / Cold / Flu	29	21	-8
Dermatological	0	4	4
Ear / Nose / Throat	2	12	10
Eye Problems	15	12	-3
Fracture	21	15	-6
Gastrointestinal	2	20	18
Headache / Migraine	8	14	6
Heart / Cardiac / Circulatory	16	0	-16
Multiple Sclerosis	0	14	14
Muscular Skeletal	160	159	-1
Neurological	16	0	-16
PERSONAL - Anxiety/Stress/Depression/Mental Health	144	160	16
PERSONAL - Did not disclose.	0	4	4
Respiratory	8	0	-8
Senses	16	0	-16
Sickness & Diarrhoea	64	41	-23
Skin Complaint	6	0	-6
Surgery / Operation	154	102	-52
WORK - Anxiety/Stress/Depression/Mental Health	57	67	10

<b>Jul</b>	<b>806</b>	<b>816</b>	<b>10</b>
Back Problems	22	60	38
Benign and Malignant Tumours / Cancers	0	11	11
Bowel Disorder	2	7	5
Chest and Respiratory Problems	7	21	14
Corona Virus	22	5	-17
Cough / Cold / Flu	15	14	-1
Dental	1	0	-1
Ear / Nose / Throat	8	10	2
Eye Problems	6	3	-3
Fracture	16	26	10
Gastrointestinal	0	6	6
Headache / Migraine	20	9	-11
Heart / Cardiac / Circulatory	12	2	-10
Joint Disorder	0	8	8
Muscular Skeletal	207	214	7
Neurological	9	1	-8
Panic Attacks	0	8	8
PERSONAL - Anxiety/Stress/Depression/Mental Health	163	168	5
PERSONAL - Did not disclose.	21	8	-13
Pregnancy Related	0	4	4
Reproductive	3	0	-3
Senses	20	0	-20
Sickness & Diarrhoea	50	54	4
Skin Complaint	2	6	4
Surgery / Operation	141	116	-25
Urological	4	2	-2
WORK - Anxiety/Stress/Depression/Mental Health	55	53	-2
<b>Aug</b>	<b>767</b>	<b>867</b>	<b>100</b>

Back Problems	57	59	2
Bowel Disorder	3	0	-3
Burns	0	9	9
Chest and Respiratory Problems	3	18	15
Corona Virus	18	0	-18
Cough / Cold / Flu	14	6	-8
Dental	5	0	-5
Ear / Nose / Throat	6	3	-3
Eye Problems	2	0	-2
Fracture	14	9	-5
Gastrointestinal	16	9	-7
Gynaecological	0	2	2
Headache / Migraine	19	17	-2
Heart / Cardiac / Circulatory	4	15	11
Muscular Skeletal	212	288	76
Neurological	0	2	2
Panic Attacks	0	20	20
PERSONAL - Anxiety/Stress/Depression/Mental Health	155	186	31
PERSONAL - Did not disclose.	25	16	-9
Pregnancy Related	0	16	16
Senses	5	0	-5
Sickness & Diarrhoea	39	67	28
Surgery / Operation	130	79	-51
Urological	0	4	4
WORK - Anxiety/Stress/Depression/Mental Health	40	42	2
<b>Total</b>	<b>2322</b>	<b>2410</b>	<b>88</b>

On-Call	2024	2025 Total	Difference
<b>June</b>	182	66	-116
Back Problems	0	3	3
Cough / Cold / Flu	3	0	-3
Dermatological	3	0	-3
Ear / Nose / Throat	0	4	4
Eye Problems	0	1	1
Gastrointestinal	4	0	-4
Muscular Skeletal	13	31	18
Neurological	30	0	-30
PERSONAL - Anxiety/Stress/Depression/Mental Health	41	17	-24
Senses	30	0	-30
Sickness & Diarrhoea	22	4	-18
Surgery / Operation	20	6	-14
WORK - Anxiety/Stress/Depression/Mental Health	16	0	-16
<b>Jul</b>	<b>173</b>	<b>70</b>	<b>-103</b>
Benign and Malignant Tumours / Cancers	0	20	20
Blood Disorder	28	0	-28
Corona Virus	8	0	-8
Cough / Cold / Flu	4	0	-4
Eye Problems	0	3	3
Headache / Migraine	0	3	3
Muscular Skeletal	0	32	32
Neurological	31	0	-31
PERSONAL - Anxiety/Stress/Depression/Mental Health	46	0	-46
Senses	41	0	-41
Sickness & Diarrhoea	15	0	-15

Surgery / Operation	0	12	12
<b>Aug</b>	<b>135</b>	<b>43</b>	<b>-92</b>
Blood Disorder	31	0	-31
Bowel Disorder	3	0	-3
Chest and Respiratory Problems	2	0	-2
Corona Virus	5	0	-5
Dental	4	0	-4
Gastrointestinal	17	0	-17
Muscular Skeletal	14	31	17
Neurological	31	0	-31
PERSONAL - Anxiety/Stress/Depression/Mental Health	17	7	-10
Senses	9	0	-9
Sickness & Diarrhoea	2	5	3
<b>Total</b>	<b>490</b>	<b>179</b>	<b>-311</b>

We continue to see a positive reduction in sickness absence across Green Book and On-Call, but see a small increase in Grey Book. There is variance in both the types and durations of absences experienced by different employee groups.

### Duty System Trends

Grey Book employees:

Operational groups continue to report higher rates of long-term absences, most notably associated with musculoskeletal issues and mental health concerns.

Absences tend to be lengthier among operational employees. This could potentially be attributed to the recovery time associated with musculoskeletal issues.

Green Book employees:

Short-term absences are more prevalent amongst these groups, with a wider range of causes, including minor illnesses and stress-related factors.

On-Call employees:

A significant reduction in mental health absence bookings in 2025 has seen a significant fall in absences across On-Call.

### **Ongoing Initiatives to Support Good Attendance**

As part of our commitment to support our people and improve organisational effectiveness, we initiated a project to explore our sickness and absence profile, engage with our people and identify interventions to decrease sickness.

Targeted interventions currently being developed are:

- Enhanced occupational health and preventative support
- Early intervention strategies for musculoskeletal and mental health issues
- Improved data monitoring and regular review of absence trends
- Policy review

Further information will be provided to members as the project progresses.

### 2.3 Health and Safety Performance 1 April 2025 – 30 June 2025

Lost time up to 3 days

Actual performance 2025/26	Target 2025/26
10	19

Lost time over 3 days

Actual performance 2025/26	Target 2025/26
8	28

RIDDOR Major injury/disease

Actual performance 2025/26	Target 2025/26
1	No target set

## 2.4 Occupational Health Key Performance Indicators.

Period 1<sup>st</sup> April 2025 – 30<sup>th</sup> June 2025

Ref No.	KPI	Target	Quarter 1 <sup>ST</sup> April 2025—30 <sup>th</sup> June 2025	YTD 1 <sup>st</sup> April 2025 – 31 <sup>st</sup> March 2026	Target achieved for present quarter
1	Management referral to appointment date (3 weeks)	90%	58%	58%	NO
2	AMA report to management within 48hr	90%	94%	94%	YES
3	No. of Did Not Attends (DNA's) or cancellation <48 hr notice*		0 Nurse 0 AMA	0 0	
4	No. of physiotherapy referrals		48	48	
5	No. of counselling referrals		51	51	
6	No. of management referrals		12	12	
7	No. of health screenings		191	191	
8	No. of self-referrals		0	0	
9	No of AMA consultations		149	149	

Please note the health screenings now include the asbestos medicals.

## 2.5 Discipline and Grievance Cases

01/04/25	30/06/25	Total Disciplinary Cases Completed.		Current Live Cases.	Time to Complete if Outside of Target, Examples.
	Total started in Period.	In Target [within 60 days].	Out of Target [over 60 days].		
Green Book.	3	3	0	0	Completed within 60 days = 1 No case to answer, 1 Informal Warning, 1 Written Warning
Control.	0	0	0	0	N/A
On Call.	3	1	2	1	Completed in 60 days = 1 no case to answer Out of Target of 60 days = 1 informal warning, 1 no case to answer
Wholetime.	11	8	3	1	Completed with 60 days = 1 Final Written Warning, 2 Written Warnings, 5 Informal Warnings  Out of Target of 60 days = 1 no case to answer, 1 informal warning, 1 outstanding
Total.	17	12	5	2	
01/04/25	30/06/25	Total Grievances Completed.		Current Live Cases.	Average / Time to Complete.
	Total Received in Period.	In Target [under 30 days].	Out of Target [Over 30 days].		

Green Book.	0	0	0	0	N/A
Control.	0	0	0	0	N/A
On-Call.	0	0	0	0	N/A
Wholetime.	2	2	0	0	x2 not upheld
Total.	2	2	0	0	

## 2.6 Recruitment Statistics

External Recruitment by Directorate 1 April 2025 to 30 June 2025.

Directorate.	Total Received	Total Complete in Period	Total Complete Within Target	Total Complete Outside Target	Live cases	Average time to complete (Days)	Vacancies not appointed to	Target Timescale
Finance & Procurement.	1	1	1			43		
Service Delivery.	0							Green < 84 Days
Corporate Services.	1	1	1			37		Red > 84 Days
Employment Services.	0							
Service Support.	0							

Internal Only Recruitment by Directorate 1 April 2025 to 30 June 2025.

Directorate.	Total Received	Total Complete in Period	Total Complete Within Target	Total Complete Outside Target	Lives cases	Average time to complete (Days)	Vacancies not appointed to	Target Timescale
Finance & Procurement.	0							
Service Delivery.	5	4	1	3	1	32		Green <30 Days
Corporate Services.	0							Red > 30 Days
Employment Services.	2	2		2		30		
Service Support.	6	4		4		46	2	

M365 Administrator – no internal appointment, was re-advertised externally.

CM/WM Trainee Department – initial expressions of interest failed to appoint, was re-advertised

### **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. People and Diversity Implications**

- 5.1 This report concentrates on People and Diversity implications

### **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 This report considers health and safety and wellbeing as part of the content and narrative

### **8. Environmental Implications**

- 8.1 There are no environmental implications arising from this report

### **9. Risk Management Implications**

- 9.1 There are no risk management implications arising from this report.

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

- 10.1 None

### **11. Your Fire and Rescue Service Priorities**

- 11.1 This report links with the Community Risk Management Plan 2025-28 strategic priorities below:

- Provide a safe, effective and resilient response to local and national emergencies.

- Focus our activities on reducing risk and vulnerability.
- Enhance the health, safety, and well-being of our people.
- Prioritise a people first mindset through ethical and professional leadership and management
- Work with partners and communities to deliver our services.
- Use resources in an innovative, sustainable, and efficient manner to maximise value for money.
- Further develop a culture of excellence, equality, learning, and inclusion.

## 12. Conclusions

12.1 "Add conclusions here"

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Agenda item: 07

# Annual Accident Analysis Report 2024/25

## People & Culture Committee

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<b>Date:</b>	10 <sup>th</sup> October 2025
<b>Submitted by:</b>	Director of People & Culture
<b>Purpose:</b>	To inform Members of the People and Culture Committee of the accident trends covering the period 1 April 2024 and 31 March 2025
<b>Recommendations:</b>	That Members note the accident performance of the Authority for the year 2024/25
<b>Summary:</b>	The Health and Safety Team undertake an analysis of reported accidents annually. This report identifies the long-term accident trends and also highlights any patterns in activity and/or cause to assist in identifying any possible actions to reduce similar accidents in the future.

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Local Government (Access to information) Act 1972

<b>Exemption Category:</b>	None
<b>Contact Officer:</b>	Mark Dixon, Head of Occupational Health, Safety & Wellbeing. <a href="mailto:Mark.dixon@westyorksfire.gov.uk">Mark.dixon@westyorksfire.gov.uk</a>
<b>Background papers open to inspection:</b>	None
<b>Annexes:</b>	Appendix 1 – Annual accident analysis report – 2024/25 Appendix A – Accident trends 2005/6 to date Appendix B – Priority topics 2024/25

## **1. Introduction**

- 1.1 Reactive, as well as proactive monitoring of Health and Safety (H&S) performance is an important element of any H&S management system. This attached report (Appendix 1) reviews all employee accidents and also accidents which occurred to non-employees either on our premises or which were caused or affected by our undertakings, for the period April 2024 – March 2025.

## **2. Information**

- 2.1 The total number of accidents reported in the period April 2024 – March 2025 was 121. This is an increase of 10 (9%) in comparison with the previous year. The previous year did however see one of our lowest years in the last 20 years; this years performance is just slightly above the 5-year average (117). The long-term trend remains downward. The total accidents include accidents to non-employees such as visitors, contractors and young firefighters
- 2.2 When looking at severity, the long-term trend continues to fall for both WY Majors (lost time) and reporting of injuries, diseases and dangerous occurrences (RIDDORs), and both have shown a slight reduction compared to the previous year (6% and 3% respectively). The overall increase in accidents has been seen in WY minor accidents (first aid, no lost time), which has seen an increase of 22% compared to the previous year. Whilst any increase in accidents is not good, the fact that the increase has been seen in minors and not the more serious lost time/RIDDORs, is good.
- 2.3 This year's performance further supports the long-term downward trend, as can be seen in Appendix A. More detailed analysis can be found in the attached report.

## **3. Financial Implications**

- 3.1 There are no direct costs associated with this report. The report does however attempt to calculate the cost of accidents and these are detailed in the 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. People and Diversity Implications**

- 5.1 None 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

[\(EIA Template and Guidance\)](#)

- 6.2 Date EIA Completed: NA

- 6.3 Date EIA Approved: NA

- 6.4 There are no EDI implications arising directly from this report

## **7. Health, Safety and Wellbeing Implications**

- 7.1 Contained within the body of the report.

## **8. Environmental Implications**

- 8.1 There are no environmental implications arising from this report

## **9. Risk Management Implications**

- 9.1 There are no risk management implications arising directly from this report

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

- 10.1 NA

## **11. Your Fire and Rescue Service Priorities**

- 11.1 This report links with the Community Risk Management Plan 2025-28 strategic priorities below:

- Provide a safe, effective and resilient response to local and national emergencies.
- Enhance the health, safety, and well-being of our people.

## **12. Conclusions**

- 12.1 Due to the small numbers of accidents we are seeing, the identification of trends in terms of cause groups is becoming increasingly difficult, however it is still a worthwhile exercise. There were a total of 121 accidents reported in 2024/25 which is an increase of 10 (9%) compared to the previous year. The long term trend remains downward. In comparison to the peak in 2010/11 this years performance sees a reduction of 59% which is a real achievement.



# Annual Accident Analysis Report – April 2024 – March 2025

## 1. Introduction

Reactive, as well as proactive monitoring of H&S performance is an important element of any H&S management system. This document reviews all employee accidents and also accidents which occurred to non employees either on our premises or which were caused or affected by our undertakings, for the period April 2024 – March 2025.

The purpose of this report is to identify the long term accident trends and also to highlight any patterns in activity and/or cause to assist in identifying possible actions to reduce similar accidents in the future.

## 2. Analysis of 2024/25 data

The total number of accidents reported in the period April 2024 – March 2025 was 121. This is an increase of 10 (9%) in comparison with the previous year. The previous year saw one of our lowest years in the last 20 years; this years performance is just slightly above the 5 year average (117). The long term trend remains downward. The total accidents include accidents to non employees such as visitors, contractors and young firefighters.

Two factors which can affect accident rates are the number of staff we employ and the number of operational incidents we attend. There was a slight decrease in staffing (0.3%), and also a slight decrease (0.06%) in the number of incidents we attended, therefore these factors do not explain the increase in accidents.

When looking at severity, the long term trend continues to fall for both WY Majors (lost time) and RIDDORs, and both have shown a slight reduction compared to the previous year (6% and 3% respectively). The overall increase in accidents has been seen in WY minor accidents (first aid, no lost time), which has seen an increase of 22% compared to the previous year. Whilst any increase in accidents is not good, the fact that the increase has been seen in minors and not the more serious lost time/RIDDORs, is good.

This year's performance further supports the long term downward trend, as can be seen in Appendix A.

### a) Accidents to non employees

There were 7 accidents in 2024-25 which occurred to non-employees, which is an increase of 4 in comparison to the previous year, however this was an unusually low year. 6 of the 7 were minor accidents; examples include contract cleaners slipping on ice, a contractor trapping his hand and a young firefighter bruising their arm from a charged hose. One accident involved a visit to hospital and involved a young person on the Kings Trust programme, who's hand became

“tool bound” (trapped between the cutters and the vehicle body) during an RTC exercise. The five year average is 5, so this years performance is above average, however no trends/patterns were identified, however the H&S team will continue to monitor. No significant learning was identified from any of these accidents.

## b) Operational V Fire & Rescue staff accidents

Excluding accidents to non-employees, there were 101 (86%) accidents to operational staff and 13 (14%) to F&R staff. This was in comparison to 93% and 7% respectively in the previous year. Having analysed the figures over the last 5 years, the previous years saw a significant swing towards more operational staff having accidents, however this has now returned to a more expected performance. The 5 year average for operational accidents is 86% and 14% for F&R staff, making this years performance bang on the 5 year average. The percentage make up of our workforce has remained constant (within 1%, at 78% & 22% respectively). It is foreseeable that operational staff will have more accidents than FRS staff due to the nature of their roles. We will continue to monitor this trend.

Traditionally, analysis of operational staff accidents has found there to be a split of 2/3 whilst training and performing routine duties and 1/3 on the incident ground. Through covid, this changed towards more accidents during operational incidents due to routine duties and training largely being suspended. As we got back to normality, 2021-22 saw a swing back towards more of a 50/50 split, with 53% occurring during routine duties & training and 47% whilst at incidents. 2022-23 saw a continued trend towards operational incidents with only 43% occurring during routine duties & training and 57% during operational incidents. This was the result of the spike in accidents in Q2 due to spate conditions. 2023-24 has seen a slight swing back towards accident during routine duties & training, with a 50/50 split (ops;50%, training;28% & routine duties;22%). 2024-25 has seen a slight shift back towards accidents at operational incidents with 54% occurring at incidents and 46% during routine duties and training (19% & 27% respectively).

Whilst there is a lot of data above, in summary (excluding the effects of covid), the figures in recent years generally show a 50/50 split, with single digit variance either way. As you may imagine, accident stats are reviewed on a regular basis throughout the year, including at our Senior Operations Team (SOT). SOT has started to notice what appeared to be an increase in serious accidents at operational incidents and so some additional analysis was undertaken. When looking at the last 3 fiscal years, there has been a steady increase in the number of serious accidents occurring on the incident ground:

Severity ratings	22/23	23/24	24/25
Hospital attended	4	2	2
Over 3 day	3	7	6
RIDDOR over 7 days	5	5	9
RIDDOR Major injuries	1	2	0
<b>TOTAL</b>	<b>13</b>	<b>16</b>	<b>17</b>

A paper will be presented to a future SOT meeting for discussion and agreement about actions required to raise awareness to this issue and remind operational crews of the importance of H&S management on the incident ground.

Risks whilst training and performing routine duties should be able to be well managed which in turn should result in fewer accidents in comparison to operational incidents, where the situation, whilst well managed, is dynamic and presents time pressures to perform certain tasks, often in unfamiliar environments. This logic would suggest we should expect more accidents on the incident ground, however operational staff spend far more time undertaking routine duties and training than responding to incidents, which will increase the chance of accidents.

When looking at the split between wholetime and on call, the findings are unremarkable.

### c) Costings

The cost of accidents is not an exact science; however, it can be helpful to quantify what accidents are costing the Authority. Whilst the majority of the costs do not come off the “bottom line”, they should be viewed as an indirect cost, or as a missed opportunity to making West Yorkshire safer. The five most recent years costs are detailed below:

	Claims costs	Investigation costs	Physio costs	Days lost cost	TOTAL
2020-21	£30,515	£5,350	£1, 022	£58,279 (700 days)	£95, 166
2021-22	£51,092	£4,201	£1,055	£27,568 (298 days)	£83, 916
2022-23	£95,664	£5,365	£1, 277	£48,570 (491 days)	£150,876
2023-24	£179,466	£5,149	£1,197	£102,405 (995 days)	£288,217
2024-25	£147,302	£5,858	£1,705	£64,765 (613 days)	£219,630

As the table above shows, there has been an overall reduction of £68,587. Investigation and physio costs have remained consistent with previous years, however the reduction is due to reduced claims costs and days lost. In 2024-25, there were 5 claims (3 less than the previous year), with the value of all except one, being low.

As the table shows, days lost due to accidents fluctuates, however this reporting period has seen a reduction of 382 days lost, which suggests the severity of these accidents was less than the previous year, which is encouraging. This would also support the severity analysis mentioned in section 2 above.

#### **d) Top 5 Priority Topics**

Excluding accidents which result in first aid only and no lost time, the top 5 most common causes of accidents have been identified. Breakdown of these priority topics are included in Appendix B. Whilst the positions within the top 5 fluctuate, they remain the same year on year. These have been analysed to identify cause and any contributing factors.

##### Top 5 Priority Topics:

1. Struck by/against (14)
2. Musculoskeletal disorders (12)
3. Slips, trips & falls (10)
4. Contact with (5)
5. Exposure to (4)

##### 1. Struck by/against

This category includes being struck by flying/falling objects and struck against fixed or stationary objects (banging into things) and traps. There was a total of 33 accidents (14 lost time and 19 minors) in the period which is an increase of 6 (22%) on the previous year.

With one exception, analysis has identified no real pattern, with accidents spread in ones and twos across a range of activities such as walking into equipment/doors, striking submerged obstruction whilst water rescue training, trapping fingers whilst lifting hydrant lids and debris/water in eyes. There were however 8 accidents (24%) related to appliance lockers. These were either whilst accessing equipment from appliance lockers, or items which had become dislodged during travel, falling out when the lockers were open. The majority of these related to the new appliances which have been introduced, which have identified improvements that have now been. Some were also due to operator error, with them not being as familiar with their operation as the old appliances.

One thing worthy of note is the continued low number of accidents caused whilst gaining entry (1, and only 1 the previous year) which has been raised as a concern in previous reports and suggests the gaining entry training, along with new equipment, continues to have a positive effect.

As the locker theme has already been addressed, no other recommendations are made in relation to this category of accidents.

##### 2. Musculoskeletal Disorders

Musculoskeletal disorders have been the no. 1 priority topic 8 out of the last ten years. There were a total of 21 accidents in this period (12 [57% majors and 9 (43%) minors), which is a reduction of 2 (9%) compared to the previous year. This comes on the back of a 9% reduction the previous year, which is encouraging. The severity of the injuries has slightly reduced (from 61% majors).

At 57%, musculoskeletal disorders account for the biggest percentage ratio of major injuries, compared to any other cause group, so have the potential to cause significant injury and lost time. Further analysis has also shown an even split

between those which occurred whilst training & performing routine duties and those which occurred at operational incidents (50/50 exactly). Arguably, there is no “civil imperative” when it comes to routine duties and training and therefore we should be able to manage the risks well, however operational staff spend a significant amount of time performing such duties and training, when compared to operational incidents, and so probability would suggest there is an increased risk given the amount of time spent performing these duties. Only 1 accidents involved F&R staff.

There were no trends identified with injuries spread across a variety of activities in twos and threes. Examples include: moving hose reels/hose, casualty handling and water rescue training, all of which are foreseeable, therefore no recommendations are made.

The emphasis therefore needs to be on using the correct manual handling techniques to prevent any acute injuries, but also to prevent cumulative injuries that build up over time, due to poor posture/lifting techniques. The approach taken to manual handling training was reviewed last year with a move away from watch based instructors to a Training Centre, crew based delivered model. The sessions are delivered by specialists within the Trauma Team at Training Centre and include practical application and assessment of correct techniques, including team lifting, which is an important part of the role. It is too early to say whether this new approach is having an effect on reducing MSK injuries, however the downward trend is encouraging. So far 165 staff have been through the new training.

### 3. Slips, trips & falls

There were 26 accidents in total attributed to slip, trips & falls in 2024-25, which is a decrease of 2 (7%) on the previous year. Of the total, 10 (38%) were majors, which is a reduction of 12% and takes us back to more normal levels. The previous year was clearly an unusually high one.

The majority (57%) were slips, trips and falls on the same level (as they were the previous year). Analysis has found that 23% involved slipping on ice and snow, but with only one occurring on Authority premises, making such accidents very difficult to manage, given the majority occurred at incidents or private addresses. 19% occurred whilst dismounting the appliance. Dismounting the fire appliances has traditionally accounted for a number of injuries up until 2022-23, when there were no such accidents reported. Unfortunately there were 2 such accidents in 2023-24 and 5 this reporting period. The new appliances that have now been rolled out across the service, have a step that automatically deploys when the crew cab door is opened (and fold away when closed) which will greatly assist crews from misplacing their feet when coming out of the cab (backwards), which will hopefully show in the stats reported next year.

The rest of the accidents were spread in low numbers across various causes with no patterns identified and therefore no recommendations are made in relation to slips, trips & falls.

#### 4. Contact with

This category includes contact with sharp objects, animals/insect bites, hot surfaces, airborne particulate and electricity. There were in total 22 accidents for the period, which is an increase of 7 compared to the previous year. 17 (77%) of these were minor injuries, which indicates they were relatively minor in nature.

The causes of these accidents are spread across a range in small numbers, many in ones and twos. Examples include: knife cuts to fingers whilst preparing food, scalds from hot water and a couple of dog/cat bites/scratches whilst rescuing them from house fires.

Again, due to the small numbers, analysis has identified no trends and therefore there are no recommendations for this category of accident.

#### 5. Exposure to

This category includes exposure to hazardous substances, heat/fire, explosion, & noise. There were 11 reported incidents in total, with 4 (36%) majors and 7 (64%) minors. This is a reduction of 2 (15%), and is a more normal level. The year 2022-23 was unusually high due to 1 USAR incident resulting in 13 exposure injuries.

A couple of trends have been identified. The first is one which has been identified in previous reports; that of burns during breathing apparatus (BA) training at HQ. The training centre have worked hard in previous years to review their safe systems of work which has reduced the numbers considerably:

- 2020/21 = 1
- 2021/22 = 8
- 2022/23 = 6 (5 burns and 1 heat exhaustion).
- 2023/24 = 0
- 2024/25 = 2 (1 burn and 1 heat exhaustion).

The above 2 BA safety events were part of a bigger picture when looking at BA training/wearing at incidents. There were also a further 2 BA related incidents, both were heat exhaustion related. One was at an incident and the other whilst attending training at the Fire Service College, making a total of 4 (36%).

BA training is one of the most high risk training scenarios we provide and must strike the balance between safety and exposing staff to realistic scenarios, which brings a level of risk. Additionally, the deployment of BA at incident is also arguably one of the higher risk tasks Firefighters perform, often in very challenging situations.

Whilst the accidents were investigated at the time, there is merit in asking the BA training dept. to review these accidents collectively, to see if any additional learning can be identified that may help identify improvements to prevent a re-occurrence.

The second trend identified is that of illness occurring following water rescue training. There were 4 such incidents which represents 36%. This issue has been identified by the H&S team and a significant amount of work has already been done on this. A water testing strategy has been developed which includes amongst other things, a schedule of routine testing along with the introduction of

“on the day” testing which identifies if it is safe to enter the water. This has only just been launched so the benefits will not have been seen in these statistics, but hopefully they will have an impact going forward. Part of the strategy is to undertake an annual review of each training venues and look at a number of issues:

- Number illnesses
- Number of accidents
- Results from both the scheduled and “on the day” test results

A decision can then be made on the continues use, or otherwise of the training venues, to reduce overall risk.

The remaining accidents are spread in 1’s and 2’s with no trends, therefore no other recommendations are made in relation to exposure to injuries.

## 6. Conclusions

In terms of the total number of accidents reported, for various reasons explained in the report, there has been much fluctuation over the last 5 years. This reporting period has seen 121 reported accidents which is an increase of 10 (9%) which is just slightly above the 5 year average (117). This continues the long term downward trend and represents a reduction of 60% in comparison to 2005-06, when accidents peaked at 305. This is a real achievement.

When looking at severity, the long term trend continues to fall for both WY Majors (lost time) and RIDDORs, and both have shown a slight reduction compared to the previous year (6% and 3% respectively). The overall increase in accidents has been seen in WY minor accidents (first aid, no lost time). Whilst any increase in accidents is not good, the fact that the increase has been seen in minors and not the more serious lost time/RIDDORs, is good.

The costs associated with accidents have seen a reduction, dropping by £68,587 to £219,630. This has been due equally to the reduction in legal claims costs and days lost to sickness, which is encouraging.

Whilst their order shifts from year to year, the “top 5” priority topics remain consistent with previous years, with the causes being well known to WYFRS.

With 60% less accidents to analyse now than when such reporting started (in 2005), identifying trends and subsequent recommendations becomes a challenge and whilst the analysis of the data and production of the report is time consuming, it is still felt a valuable exercise. The small number of accidents suggests that H&S continues to be well managed within West Yorkshire Fire & Rescue Service.

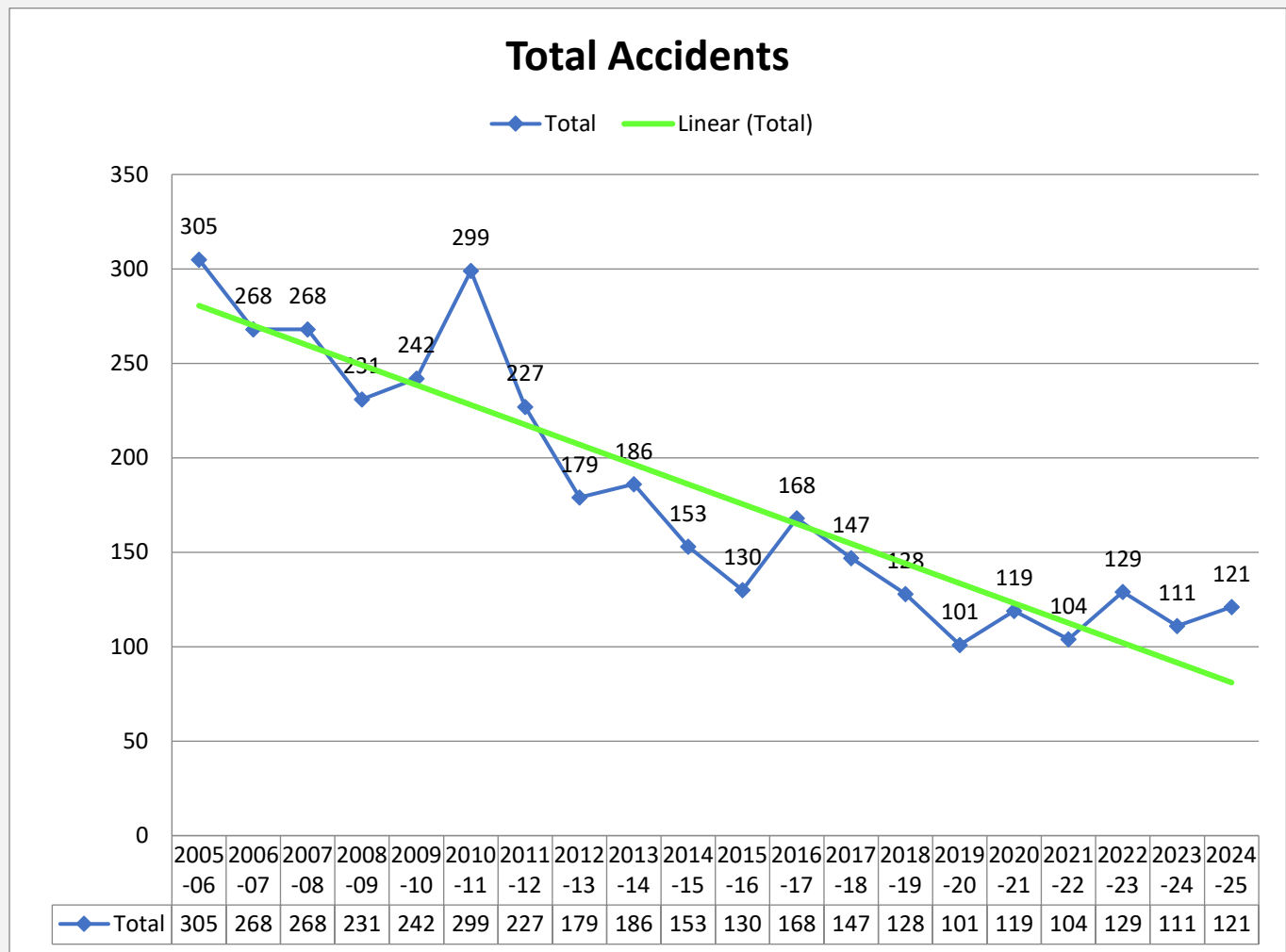
## 7. Recommendations

The following recommendations are made:

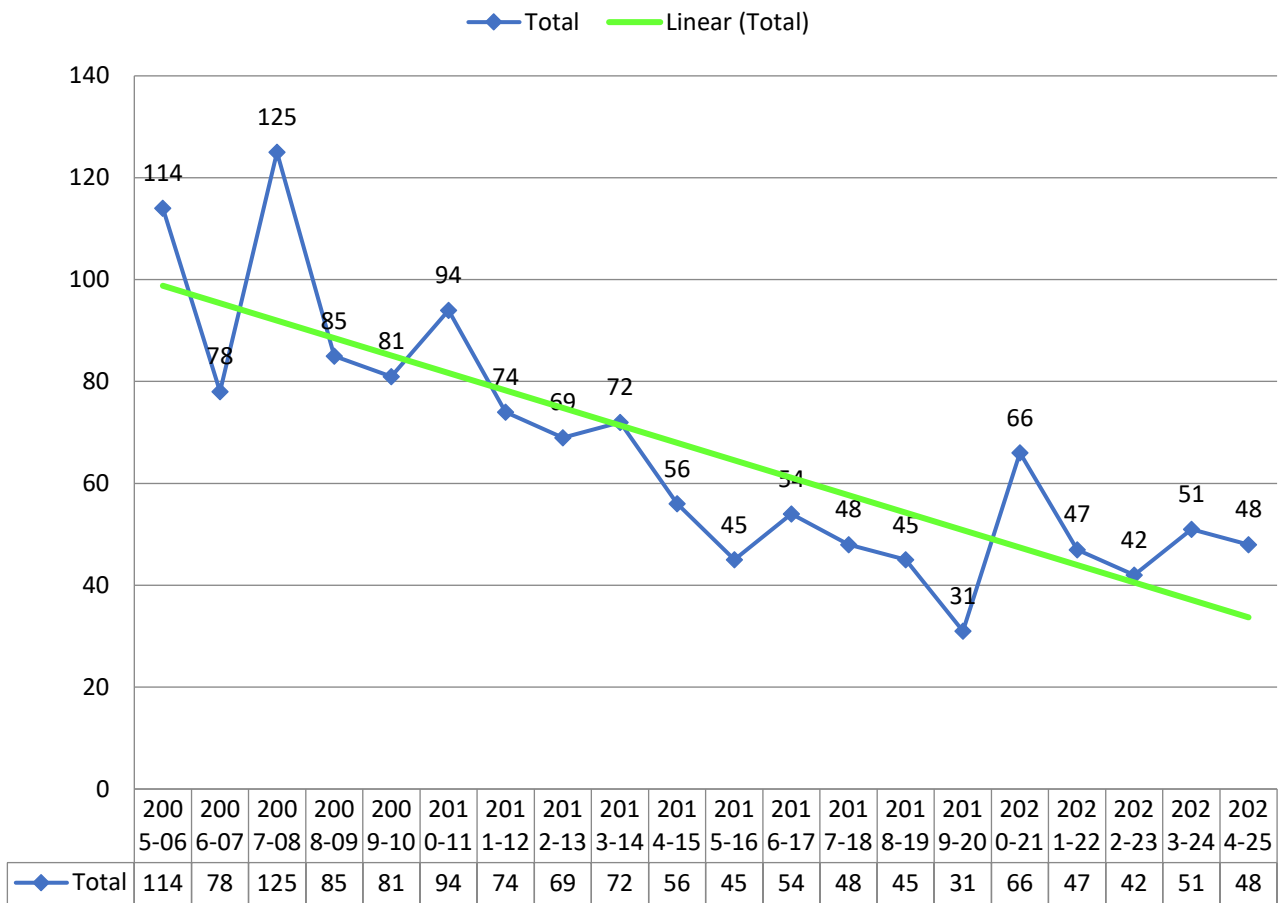
1. BA Training Dept. to review the BA related safety events (both training and operational) to identify any further learning opportunities.
2. A paper will be presented to SOT for discussion and agreement about actions required to raise awareness to the issue of increasing numbers of serious operational accident occurring on the incident ground and to remind operational crews of the importance of H&S management on the incident ground.

July 2025

## Appendix A 2024/25

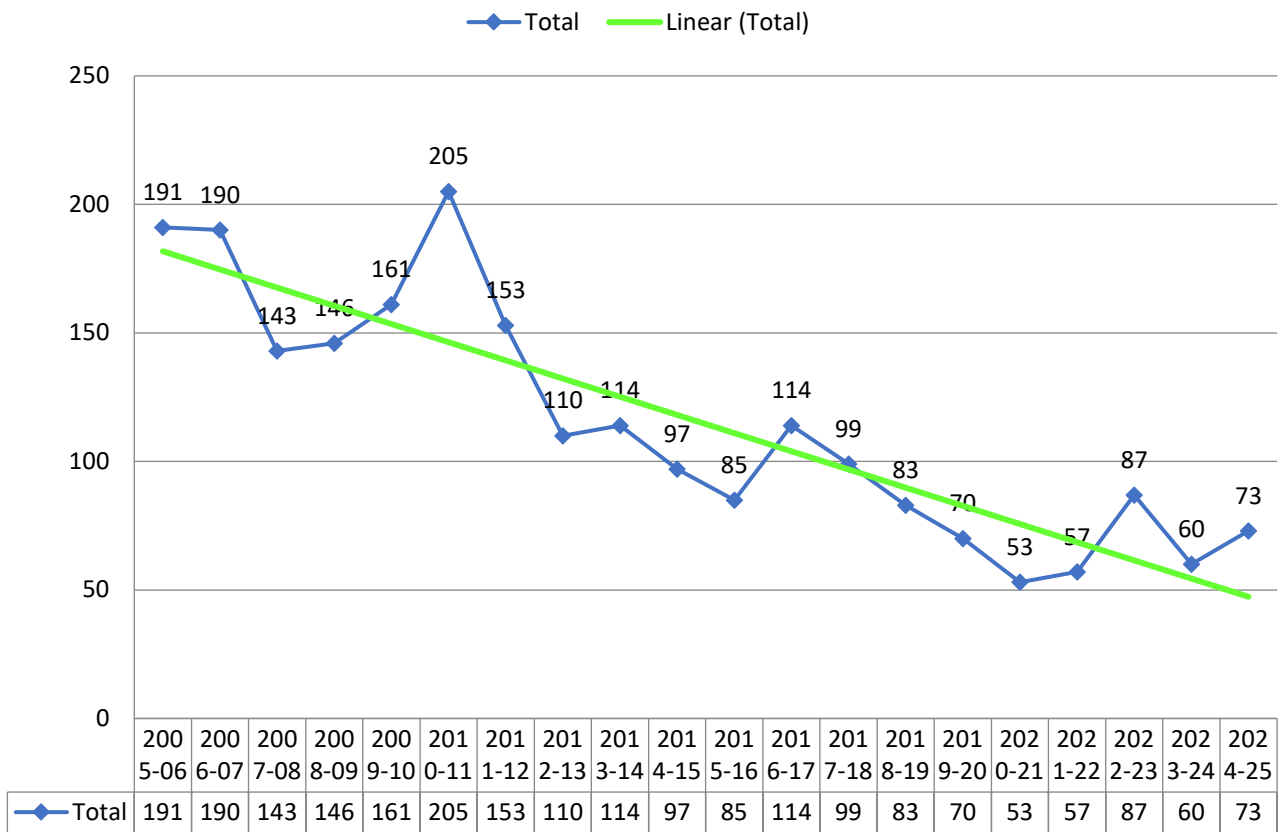


## Total Accidents WY Major Only



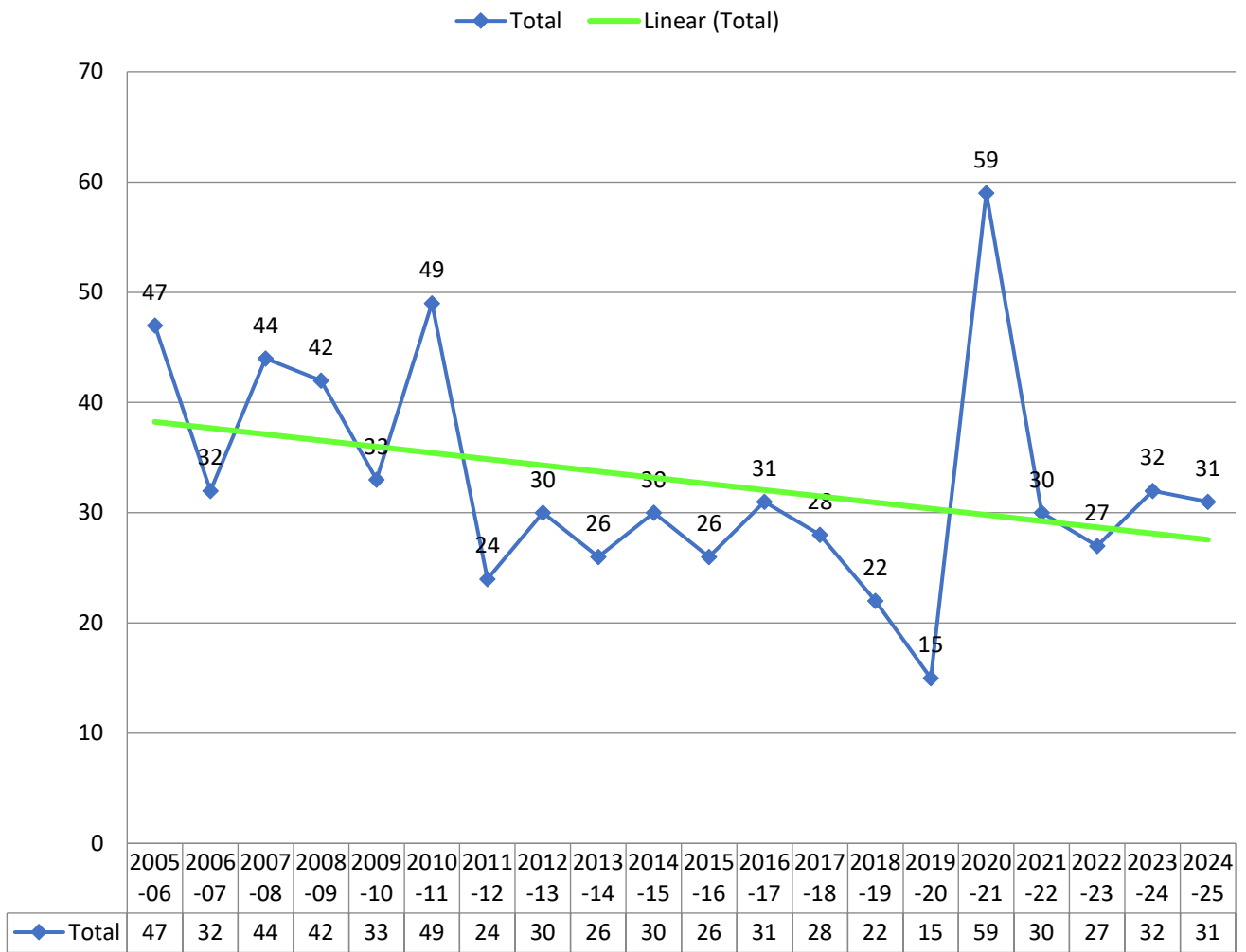
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## Total Accidents WY Minor Only



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## Total Accidents RIDDOR (old over3 day)



Appendix B Financial Year 2024-25		Severity			Duty System				OPS Activity				OPS Split			
Cause Group	1 - Minor	Lost Time	Total	FRS	OPS	Non-Emp	Total	Routine	Training	Incident	Total	WT	RET	TRAIN	Total	
Struck - Against	3	3	6		6		6	2	2	2	6	6			6	
Struck - By	16	11	27	2	23	2	27	6	4	13	23	21	2		23	
Struck Total	19	14	33	2	29	2	33	8	6	15	29	27	2		29	
Difference to previous year	+5	+1	+6	-4	+8	+2	+6	+5	-5	+8	+8	+6	+2		+8	
Percentage split	58%	42%		6%	88%	6%		28%	21%	52%		93%	7%	0%		
STF From Height		4	4		4		4		1	3	4	4			4	
STF From Stairs/steps	4	3	7		6	1	7		1	5	6	6			6	
STF On Same Level	12	3	15	4	9	2	15	1	1	7	9	8	1		9	
Slip Trip Fall Total	16	10	26	4	19	3	26	1	3	15	19	18	1		19	
Difference to previous year	+2	-4	-2	+4	-6	0.	+2	-6	-2	+2	-6	-3	-1	-2	-6	
Percentage split	62%	38%		15%	73%	12%		5%	16%	79%		95%	5%	0%		
Animal	2	1	3		3		3	1		2	3	3			3	
Hot Liquid/vapour/gas	3		3	3			3									
Hot Solid/surface/object		1	1		1		1		1		1			1	1	
Object -	4		4		4		4			4	4	4			4	
Object - Sharp	8	3	11	2	8	1	11	4	1	3	8	8			8	
Contact With Total	17	5	22	5	16	1	22	5	2	9	16	15		1	16	
Difference to previous year	+7	0.	+7	+5	+1	+1	+7	-2	0.	+3	+1	0.	0.	+1	+1	
Percentage split	77%	23%		23%	73%	5%		31%	13%	56%		94%	0%	6%		
Bending, Twisting Or Reaching	1	1	2		2		2	2			2	1	1		2	
Exertion	3	7	10	1	9		10	2	5	2	9	8	1		9	
Manual Handling	5	4	9		9		9		5	4	9	9			9	
Musculo/Skeletal Disorder Total	9	12	21	1	20		21	4	10	6	20	18	2		20	
Difference to previous year	0.	-2	-2	-1	-1	0.	-2	+2	0.	-3	-1	-3	+2	0.	-1	
Percentage split	43%	57%		5%	95%	0%		20%	50%	30%		90%	10%	0%		
Hazardous Substance	3	1	4		4		4	1	1	2	4	4			4	
Heat / Fire	4	1	5		5		5		4	1	5	3		2	5	
Water		2	2		2		2		1	1	2	2			2	
Exposure To Total	7	4	11		11		11	1	6	4	11	9		2	11	
Difference to previous year	-3	+1	-2		-2		-2	+1	+6	-9	-2	-3	-1	+2	-2	
Percentage split	64%	36%		0%	100%	0%		9%	55%	36%		82%	0%	18%		
Vehicle Collision Struck Against - Object	1	2	3		3		3			3	3	3			3	
Vehicle Collision Struck Against - Vehicle	1		1			1	1									
Vehicle Collision Total	2	2	4		3	1	4			3	3	3			3	
Difference to previous year	-1	+1	0.	0.	-1	+1	0.	-3	0.	+2	-1	-1	0.	0.	-1	
Percentage split	50%	50%		0%	75%	25%		0%	0%	100%		100%	0%	0%		
Violence																
V- Firework Thrown	1		1		1		1			1	1	1			1	
V- Physical Attack With Weapon	1		1	1			1									
V- Serious Physical Assault	1	1	2		2		2			2	2	2			2	
Violence Total	3	1	4	1	3		4			3	3	3			3	
Difference to previous year	+2	+1	+3	+1	+2	0.	+3	0.	0.	+2	+2	+2	0.	0.	+2	
Percentage split	75%	25%		25%	75%	0%		0%	0%	100%		100%	0%	0%		
Grand Total	73	48	121	13	101	7	121	19	27	55	101	93	5	3	101	
	+12	-2	+10	+5	+1	+4	+10	-3	-1	+5	+1	-2	+2	+1	+1	
	60%	40%		11%	83%	6%		19%	27%	54%		92%	5%	3%		



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Agenda item: 08

## Apprenticeship Update

### People & Culture Committee

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**Date:** 10 October 2025

**Submitted by:** Director of People & Culture

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**Purpose:** The purpose of this report is to provide an update on the Apprenticeship Levy account spend and update Members of the People and Culture Committee on the progress of the 2025/26 support for Apprenticeships.

**Recommendations:** That Members note the report.

**Summary:** This report provides Members with an overview of the work undertaken to deliver apprenticeships and provides an update on current Apprenticeships delivery and Levy spend.

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Local Government (Access to information) Act 1972

**Exemption Category:** None

**Contact Officer:** Ian Stone, Head of Organisational Development  
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**Background papers open to inspection:** None

**Annexes:** None

## 1. Introduction

The Apprentice Levy is currently being rescoped by the Government and is evolving into the Growth and Skills Levy. Consultation on the scope of this change has completed but the parameters of the new levy are still being finalised.

This report provides Members with an update on current Apprenticeship Levy spend and numbers of people the organisation has supported to undertake apprenticeships.

## 2. Apprenticeships Funded from Apprentice Levy Account.

The levy is payable by organisations with a pay bill of £3,000,000 plus, broadly equivalent to 0.5% of the pay bill. Government tops up levy payments by 10% and pays it into the organisations Apprentice Levy Online Digital Account, (known as the DAS) on a calendar monthly basis. Funds paid into the DAS expire after 24 months.

The trend over the previous three financial years has been positive in terms of return on investment with an increase in levy funds spent and a reduction in expired levy as shown in the table below:

	2022/23	2023/24	2024/25
Annual Levy Receipt	£264,992.20	£299,072.40	£307,718.40
Spend	£117,314.37	£152,562.65	£197,205.40
Expiry	-£125,851.43	-£99,250.96	-£70,145.64
% Spend	46%	53%	66%

The number and range of apprenticeships has consistently grown over time. The use of apprenticeships to enable people to access professional and career development we may not be able to fund otherwise has seen opportunities extended across the whole workforce from Green Book (Enabling) to Grey Book (Operational) and is well regarded as an option by many staff.

Over the course of the 2024/25 financial year the organisation has received **£307,718.40** in levy funds, of which **66%** (£197,205.40) has been spent, showing an improving annual picture as we continue to extend apprenticeship opportunities.

Unspent levy funds cannot be used for other training outside of apprenticeships. WYFRS is part of a group alongside other Blue Light and Public Sector organisations in the region. West Yorkshire Police and Yorkshire Ambulance Service are two organisations that have fallen into the co-funding of apprenticeships. We will maximise opportunities to transfer unspent levy funds.

## 3. Apprentice Starts and Achievements.

Over the course of the financial year there were **47** Apprenticeship starts.

From April 2024 to March 2025 there have been **25** Apprentices who have successfully completed their course of study.

On occasion an employee may need to withdraw from a course, often for personal reasons. We work closely with individuals to understand any issues and put in place temporary breaks in learning or identify ways in which we can provide additional support. However, this is not always appropriate or possible. Reasons for withdrawing include

leaving the organisation, moving roles, personal / family challenges, and health. **15** employees have stopped their learning, of which **6** left the organisation and a further **2** changed apprenticeship providers. Of the remaining 7, **3** attained an academic certificate and 4 withdrew for other reasons.

Each apprenticeship has a designated duration (Based on guided learning hours within the Apprenticeship Standard, connected qualifications, embedded projects and examinations, etc). Over the course of the financial year, of those who completed the distribution is consistent. With 18 candidates completing early or broadly in line with expected range, one candidate completed five months earlier than expected due to accredited prior learning. In total for the period, seven apprentices took longer than anticipated, with three candidates taking over four months extra to complete. In all cases delay was due to for personal or work reasons requiring a break in learning.

2024/25 Achievement - Timeline			
Total Completions	Earlier Than Expected (Two Months Plus)	Within Expected Range	Late Completions. (Two Months Plus Late)
<b>25</b>	<b>9</b>	<b>9</b>	<b>7</b>

## 4. Apprenticeship Topics and Levels

At WYFRS we are proud of the range of apprenticeships we offer to our workforce, whether that is people who begin their careers with us as apprentices or through enabling our existing workforce to develop knowledge and skills to gain accreditation or as a springboard for future career ambitions. The following tables provide information on the levels of apprenticeships and range of topics/specialisms studied.

Live Apprentices - All							
Level	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Total
Equivalence	GCSE (4-9)	A Level	HNC	HND	Degree	Masters	<b>104</b>
Count	0	58	20	21	1	4	

Apprentice Completions - All							
Level	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Total
Equivalence	GCSE (4-9)	A Level	HNC	HND	Degree	Masters	<b>124</b>
Count	2	82	5	31	3	1	

The above tables show the organisation has 104 live and 124 completed apprenticeships since the introduction of the Apprentice Levy, (Data as at 29/9/2025). The largest investment is in Level 3, with a significant focus on upskilling leadership and management skills across the organisation.

Since the levy was introduced, the organisation has supported and enabled its workforce to study a range of 30 different apprenticeships across a range topics and levels from Level 2 (Equivalent to GCSE Grade 4 to 9) to Level 7 (Broadly equivalent to a Masters). A summary table showing the main topic areas and apprenticeship types is shown overleaf.

Apprenticeship	Theme	Level	Equivalence
Business Administrator	Administration	3	A Level
Procurement & Supply Assistant	Finance / Procurement	3	A Level
Supply Chain Practitioner		3	A Level
Commercial Procurement & Supply		4	HNC
Accountancy / Taxation Professional		7	Masters
Fire Safety Advisor	Fire Safety / Protection	3	A Level
Fire Safety Inspector		4	HNC
HR Support	HR, L&D & People	3	A Level
Digital Learning Designer		5	HND
HR Consultant / People Professional		5	HND
Learning & Development Consultant / Business Partner		5	HND
Senior People Professional		7	Masters
Associate Project Manager	ICT & Project Management	4	HNC
Business Analyst		4	HNC
Network Engineer		4	HNC
Project Manager (Integrated Degree)		6	Degree
Team Leader / First Line Manager	Management & Leadership	3	A Level
Operations / Departmental Manager		5	HND
Chartered Manager Degree Apprenticeship		6	Degree
Senior Leader Masters (Degree Apprenticeship)		7	Masters
Chartered Surveyor (Degree)	Property & Building Management	6	Degree
Heavy Vehicle Service & Maintenance Technician (L2)	Vehicle Maintenance	2	GCSE
Vehicle Maintenance & Repair (L2)		2	GCSE
Heavy Vehicle Service & Maintenance Technician (L3)		3	A Level

The organisation invests heavily in apprenticeships but only in areas where there is a clear business need and therefore an organisational benefit from doing so.

Across our Levels 3 and 5 management and leadership apprenticeship programme, we have in place a contract with a provider to offer this on our premises. Part of the contract requires them to embed the Managing the Service Fire Standard and the Core Code of Ethics; embedding sector standards ensures our current and future leaders understand and live the expectations placed upon them as WYFRS managers and leaders.

## **5. Growth and Skills Levy**

The Government are making updates to change the Apprentice Levy into the new Growth and Skills Levy, which forms part of the Government's Industrial Strategy.

The new approach does not remove the opportunity for people to complete an apprenticeship though it has established some innovative approaches, and restrictions on some higher-level qualifications, e.g. it has removed almost all Level 7 qualifications from the funding list with effect from January 2026.

Further changes such as introducing shorter duration apprenticeships and Foundation Apprenticeships for early careers are guidance from Skills England.

A key change which is widely welcomed by the workforce is the removal of mandatory functional skills – English and Maths Level 2 (Equivalent to a GCSE Grade 4 / C and above). This has proved a barrier for some employees achieving the full apprenticeship.

## **6. Future - Moving to Apprenticeship Delivery**

We are working to transition how we develop our Firefighters. We will be moving away from the current NVQ Diploma in Firefighting Operations for Wholtime entrants and replacing this with the Firefighter Apprenticeship, starting early 2026.

A number of steps are complete as we move towards transition. A working group to identify the requirements is in place and we are about to recruit an Apprenticeship Delivery Manager to support this transition.

The primary piece of work underway is mapping of the current approach against the Apprenticeship Standards, taking a risk-based view of tasks and activities within and outside of the standard new operational firefighters are required to demonstrate competence in.

Work is underway to establish a contractual relationship with an education partner to support the organisation to attain Supporting Provider status. This work is almost complete and once contracts are signed the partner will be announced formally in line with procurement rules in place.

The Training Centre team and internal Assessors and IQA (Internal Quality Assurance) resources will be deployed to support the delivery, assessment, verification and attainment of the Firefighter Apprenticeship Standard. Gaining Supporting Provider status means the education partner takes on responsibility for Ofsted and Apprenticeship Funding and the organisation receives income for the work we deliver to train and assess Apprentice Firefighters. The income will cover costs and provide further financial resources to support ongoing professional development, learning and training. The precise 'per candidate' income will be shared once contracts are signed and in place.

## **7. Financial Implications**

The increase in spend for apprenticeships is welcome in that it reduces the direct investment from revenue accounts into developing and training people to progress and develop their careers with us. In addition, it supports people to continue their studies where budget challenges would not allow them to do so.

Following the recruitment of the first Firefighter Apprentices, the organisation will receive income to enable the delivery of the Apprenticeship Standard. This will cover all costs and offset our existing revenue costs associated with training already delivered to our Firefighter Recruits.

## **8. Legal Implications**

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

## **9. People and Diversity Implications**

The opportunity for all employees to be able to undertake relevant professional development and attain apprenticeships is a positive offer and as such can encourage people to invest their careers with us over a longer term.

We use Apprenticeships as an opportunity to grow talent from amongst our underrepresented groups and continue to do so.

## **10. Equality Impact Assessment**

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

## **11. Health, Safety and Wellbeing Implications**

There are no health and safety implications arising from this report. Apprenticeships can however support wellbeing through feeling more engaged with the organisation and that the organisation is investing in the individual's professional development. There are occasions where individual wellbeing is impacted by undertaking an apprenticeship, particularly whilst relatively new in role; where this occurs, we collaborate closely with our provider(s) and put in place breaks in learning to reduce the impact.

## **12. Environmental Implications**

None identified in this report.

## **13. Risk Management Implications**

None identified in this report

## **14. Duty to Collaborate Implications (Police & Crime Act 2017)**

None identified in this report

## 15. Your Fire and Rescue Service Priorities

This report links with the Community Risk Management Plan 2025-28 strategic priorities below:

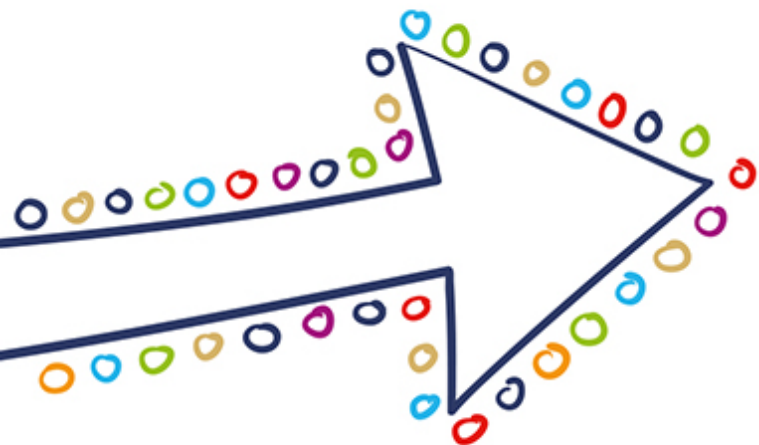
- Provide a safe, effective and resilient response to local and national emergencies.
- Focus our activities on reducing risk and vulnerability.
- Enhance the health, safety, and well-being of our people.
- Prioritise a people first mindset through ethical and professional leadership and management
-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

## 16. Conclusions

This report provides Members with an overview of the work undertaken to deliver apprenticeships where they add value to the organisation.

The data speaks for itself shares the range of apprenticeships on offer and shows an improvement over time of the organisations utilisation of levy funds to support professional growth and development.





# Spotlight on...

## Diversity, Equity and Inclusion



### What did we do?

The Diversity, Equity and Inclusion (DEI) team have delivered on a number of priority objectives during the last quarter of the 12-month People Plan.

### Equality Impact Assessment

A new PowerApp to support the completion of Equality Impact Assessments (EIAs) has been launched.

The new digital tool has been designed to simplify the process, making it more efficient and easier to navigate.

The system enables assessments to be completed and monitored from start to finish, with workflow prompts and reminders to support timely completion. This improvement is expected to provide greater consistency and assurance across the organisation.

Thanks to Emily and Will in the DDaT team who made it happen!

### Reasonable Adjustments

The team have been reviewing and updating the policy and guidance on Reasonable Adjustments (RA) and how to implement them.

Following feedback about the complexity of the process, we have updated the Reasonable Adjustment Plan (RAP) to make it easier for managers to complete, alongside a new step by step guide.

We have also been delivering training for colleagues on how to interpret policy, how to ensure a decision is reasonable and how to create a RAP.



### Reasonable Adjustment Plan

#### Section One: Personal Details

Employee name		Line Manager	
WYFRS number		HR contact	
Role		Date of initial conversation	
Area / Fire Station		Date consent received	

#### Section Two: Identified Workplace Barriers

Details of barriers faced in the workplace due to an impairment / disability / Neurodivergence

#### Section Three: Agreed Reasonable Adjustments

Reasonable Adjustments must be sustainable, realistic, achievable, affordable, effective and practical (please refer to guidance).

### Menopause training

Gill and Natasha attended training on how to create and embed a menopause training plan. From 2027 it will be mandatory for public sector organisations to have an action plan in place and demonstrate progress. To pre-empt this we have formed a menopause working group which includes stakeholders from across the organisation.

## Menopause conference

We supported attendance of 12 employees at the NFCC Menopause conference held in Birmingham on 9<sup>th</sup> September.

Operational firefighter Nicola said 'this conference was a fantastic opportunity to learn, connect and reflect. It offered valuable insights for personal understanding and for supporting others going through hormonal changes. Hearing from professionals and personal stories helped validate many common feelings and symptoms'.

Keynote speaker Dr Louise Newsam shared powerful insights into hormonal health and its impacts on women. HRT was a major topic of discussion along with managing mental health. They explored how neurodivergence can impact on the menopause, sharing that ADHD symptoms and perimenopause had many similarities.

Advice was shared on how to navigate health resources, such as accessing the NHS, along with apps, toolkits and support groups.

The attendees are working on a group blog that will be shared service wide and will be used to inform our action plan and future plans.

## Employee Network Updates

**LGBTQ+U:** The Service took part in this year's Pride event.



A good number of volunteers from WYFRS attended on the day, with their family and friends joining too, demonstrating their commitment and enthusiasm despite the rain.

Throughout the day, staff engaged in meaningful conversations with members of the community, highlighting our commitment to inclusion, connection, and service to the people of West Yorkshire.

LDC Radio supported the event by providing music and commentary, helping to maintain a positive atmosphere and high energy levels.

“

*“Being able to meet, speak to and educate the community we serve like I did this year at Carnival is one of the best parts of my job.” Tyrone Birkett*

”



**FireWAW:** are working in partnership with Leeds University on PPE. Separately, there will be a National PPE Event in Glasgow, and the network has invited expressions of interest to attend and contribute from a women's perspective.

Two network members will travel to Scotland to participate in the Women in the Fire Service (WFS) event and will share their learning at the next network meeting.

The network planning team, in collaboration with West Yorkshire Police, Yorkshire Ambulance Service, North Yorkshire FRS, South Yorkshire FRS, and

Humberside FRS, is also working hard to deliver this year's local Women in the Fire Service event, which will take place at HQ on September 30th.

A Save the Date for the national WFS event has already been circulated through network communications. This event will take place between June 5 and June 7, 2026.

**FireREACH:** were delighted to take part in the 58th Leeds West Indian Carnival. The event offered an excellent opportunity to engage with the community, with crews welcoming hundreds of visitors aboard the fire engine and families stopping to learn more about fire, water, and road safety.

“

*“Carnival is a celebration of culture and unity, and by being present, we show that #TeamWYFRS is part of that story too” Oly Woodcock*

”

Network members held many meaningful conversations around staying safe and well and also shared information about careers and recruitment opportunities within the fire and rescue service.

The carnival continues to be a vibrant and inclusive highlight in the Leeds calendar, and it was fantastic to see so many people engaging with us. It was a great way to represent WYFRS!



**FireDAW:** have not met this period due to resource issues but are looking to provide input into the HQ building accessibility and make plans for Disability History Month.

**MAGNet:** The Menopause Group recently convened to progress a range of important initiatives aimed at supporting staff through menopause. Key priorities include training Menopause Champions, with training planned for the 14th of October.

The group is also in the process of organising a World Menopause Day event, designed to celebrate and educate employees about menopause, its impact in

the workplace, and the resources available for support.

The group has also welcomed two new co-chairs Emma Hawthorn and Lara Terry.

Lara told us “I have decided to co-chair MAGNET to utilise my time and experience in the fire service in a positive way, normalising conversations around menopause at work so we can all support each other and develop an understanding and network for managing symptoms and difficulties faced in the workplace”.

Emma shared “I'm really pleased to be co-chairing MAGNet with Lara. I want everyone going through menopause to feel happy and like themselves at work. After having children, I experienced a hormonal shift — feeling tired, having brain fog, and not as mentally capable. It really impacted how I felt at work (and at home), the satisfaction I used to get from being productive and like I was letting people down. I imagine that's just a glimpse of what menopause might bring. That's why I want to help create a culture where people can have honest conversations, so no one feels alone, and where both work and home life are respected and valued.



**What are we doing next?**

### Religious and Cultural Headwear

We are working collaboratively with the Operations team to test and procure suitable headwear for our communities who aspire to be firefighters.

We are currently reviewing a number of hijab samples from various providers and

will be consulting with our communities on the most suitable and effective option for operational wear.

We will be expanding this work to review our provision for applicants with afro hair and the solutions we could provide to ensure helmet safety.

### National Inclusion Week

National Inclusion week runs from 15 September and we have 4 guest speakers joining us to talk about lived experience on the topics of resilience, disability, mental health and menopause:

Samuel Kasumu was previously the most senior Black advisor in government and served as Special Advisor to Boris Johnson with the Civil Society and Communities brief. His work included leading on the cross-government vaccine deployment, and while under former Prime Minister Theresa May he was a member of the Race Disparity Audit Advisory Board.



Our second speaker is gold winning Invictus champion David Jarvis who will share his story of unexpected adversity and how he overcame it. Following a 21 year career in the British Army, David was forced to medically retire due to injury. David's indomitable spirit led him to represent Team UK at the 2023 Invictus Games in Germany, he defied odds and clinched a gold medal in the cycling time trial event.

Our third speaker is Julian Raithby, a survivor of mental health crisis who will share his story of recovery. "In 2016 at 40 years old with a family, new job and life being good in every way, I had a breakdown after a series of events came out of nowhere. This resulted in medication, panic attacks, anxiety, depression and spiralling addiction issues which eventually manifested in suicidal thoughts. Just as I was recovering, the lockdown sparked everything back off, but this time I decided to embark on a different

journey, which has led to where I am today, recovering".

Our fourth speaker is Haley White MSc, a trainer, facilitator, public speaker and founder of Menospace, a menopause training and consultancy organisation. Haley will share her personal journey while also providing colleagues with knowledge and skills on how menopause can impact the workplace.



Contact



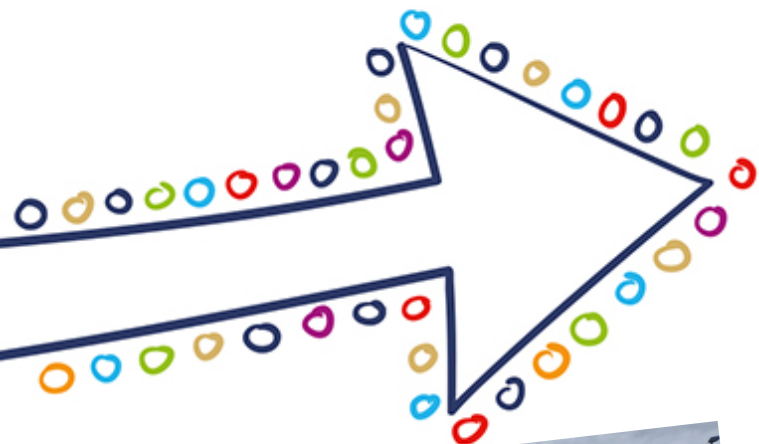
Diversity & Inclusion Team



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# Spotlight on...

## Positive Action & Community Engagement

July – September 2025



### What was the need, how was it identified?

This quarter has seen the completion of the wholtime recruitment process and a series of summer-time positive action initiatives being carried out, including 'Have a go day', community events and sessions for young people. This work supports our efforts to continue to broaden representation across all our roles.



### What did we do?

#### Killingbeck Summer Sessions

The PA Officers have been working alongside Killingbeck Red Watch to run 5 weekly girls-only sessions for 11–16-year-olds over the summer. This work was done in collaboration with local partners, charities and organisations to ensure good relationships between the WFRS and local communities. Attracting a diverse cohort of girls was important for us due to the lack of ethnically diverse female

representation within WYFRS and Fire Services nationally. We also aimed to grow confidence over a series of sessions and inspire the girls to consider the role of a firefighter as a future career. Over the 5 sessions we had 14 girls attend who really got stuck in and were interested in the activities set for them. These included assault courses, BA crawls, ladder climbs and radio communication. One girl enjoyed the sessions so much she said she would rather be at Killingbeck than on her holiday to Bali! Thank you to Killingbeck Red for running the engaging sessions and working alongside us to run an amazing initiative.

#### Women-Only Firefighter Awareness Session

“

*I think it has given me a good idea of what the firefighters do, and I think that I will apply when I'm old enough.*

”

“

*I liked that we got to experience what you do [as a firefighter].*

”



and what it's like to be a recruit. Attendees said the female recruits were truly inspiring, with all feedback received for the event saying it either met or exceeded their expectations. The aim was to build confidence in the women to go on to apply, support them to build connections with other applicants and also benchmark their current fitness level so they can go on to build their fitness ready for physical testing. Thank you to all who supported the sessions.

### Huddersfield Sikh Sport Mela

On Sunday 27<sup>th</sup> July, Mani attended the annual Sikh Sport Mela alongside Huddersfield Red Watch. The event was well attended by the Sikh community from across West Yorkshire. Red watch got involved in the events as well as delivering recruitment and key prevention messages. The event included tug of war, a Gatka demonstration (traditional Sikh martial art), 5-a-side football, sack races, face painting and much more. An organiser, Ranjit Kaur said "Thank you for joining us, supporting and sharing the fun, your presence made our event all the more special".

### Belle Vue Girls Careers Event

Mani and Rhi delivered a series of sessions over a day at Belle Vue Girls Academy in Bradford. They aimed at raising aspirations and increasing student's awareness of the diversity of job roles available in WYFRS. This is part of our continued relationship with

BVGA which we have built over a number of years, supporting their careers events, work experience and 'making good decisions' days. The organising teacher said "your presence helps students to imagine their future in a way we as school staff can't always".

*"This was the most interesting thing as we don't really talk to Firefighters a lot and it was something different and an experience I have never had before."*

### DWP Careers Talks

We have continued to work closely with DWP and job centres across West Yorkshire. This quarter we visited sites in Halifax, Pudsey and Leeds. We delivered targeted talks to underrepresented groups where we aim to also tackle issues of social mobility in our communities and ensuring WYFRS job opportunities are accessible as widely as possible.

### Dixon's Academy Community Fair

Mani and Fairweather Green - Green Watch supported the annual community fair at Dixon's Academy. Hundreds of local people attended which had a wide range of stalls. They delivered recruitment and prevention safety messages, helping to spread our key messages across West Yorkshire.

### Change Grow Live – Kirklees Family Fun Day

Mani and Huddersfield Blue watch attended the family fun day at Northfield Hall in

Sheepridge. Children had an opportunity to see the fire engine and equipment, as well as take some photos sat in the driver's seat.



### What are we doing next?

#### Work Experience

We are having initial conversations with internal stakeholders about renewing our work experience offer for partnered colleges for November 2025.

#### Career Events

With the start of a new school year, we have the return of school, college and university career events across West Yorkshire.

#### Wholetime Recruitment

The team continue to build and improve their positive action offer to wholetime firefighter applicants which will continue with the recruitment process opening in September.



### Contact



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Agenda item: 10

# Local Pension Board Annual Report 2024/25

## People and Culture Committee

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**Date:** 10 October 2025

**Submitted by:** Director of People and Culture

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**Purpose:** To consider the Local Pension Board Annual Report 2024/25 and confirm whether the Local Pension Board is acting within its Terms of Reference and in accordance with good governance principles.

**Recommendations:** That Members agree that the Local Pension Board is acting within its Terms of Reference and in accordance with good governance principles.

**Summary:** The Local Pension Board is required to produce an Annual Report setting out activity undertaken during the course of the previous year. The Annual Report is submitted for formal ratification by this Committee

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Local Government (Access to information) Act 1972

**Exemption Category:** None

**Contact Officer:** Jik Townson, Committee Services and Governance Officer  
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T: 01274 682311 X 671340

**Background papers open to inspection:** None

**Annexes:** Annex 1 – LPB Annual Report 2024/25  
Annex 2 – LPB Terms of Reference

## **1. Introduction**

- 1.1 The Local Pension Board is required to produce an Annual Report for formal ratification by the West Yorkshire Fire and Rescue Authority's People and Culture Committee as set out in the approved Terms of Reference. The People and Culture Committee is the responsible committee of the Fire Authority tasked with considering recommendations from the Local Pension Board

## **2. Information**

- 2.1 The draft Annual Report 2024/25 was considered by the Local Pension Board at its meeting held on 4 July 2025.
- 2.2 A copy of the Annual Report is attached as an annex to this report and Members are invited to confirm (as appropriate) that the Local Pension Board is acting in accordance with its Terms of Reference and in accordance with good governance principles,

## **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 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 health, safety and wellbeing implications arising from this report.

## **8. Environmental Implications**

- 8.1 There are no environmental implications arising from this report.

## **9. Risk Management Implications**

9.1 There are no risk management implications arising from this report

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

10.1 There are no duty to collaborate implications arising from this report

## **11. Your Fire and Rescue Service Priorities**

11.1 This report links with the Community Risk Management Plan 2025-28 strategic priorities below:

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

## **12. Conclusions**

12.1 That the Loal Pension Board Annual Report is ratified.



# Local Pension Board

Annual Report 2024/25



Ownership:	Committee Services
Date Issued:	4 July 2025
Version:	V1
Status:	Draft for approval at P&C Committee
Protected:	OFFICIAL

## Revision and Signoff Sheet

### Change Record

Date	Author	Version	Comments
04.07.25	Jik Townson	V1 – initial draft	To submit to Local Pension Board on 4 July 2025 for final comment and recommendation for approval to P&C Committee
		V2 – final draft	To submit to P&C Committee on 10 October 2025 for formal ratification

### Reviewers

Name	Version Approved	Position	Organisation	Date
Jik Townson		Committee Services and Governance	WYFRA	04.07.25

### Distribution

Name	Position	Organisation
Local Pension Board		WYFRA
People and Culture Committee		WYFRA

## Equality Impact Assessment

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

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Work undertaken by the West Yorkshire Fire and Rescue Authority Local Pension Board  
2024/25 .....4

How this report supports our values .....7

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## Introduction

1.1 The purpose of this Annual report is to provide a source of information about the status of West Yorkshire Fire and Rescue Authority Local Pension Board for Scheme members and for the Scheme Manager together with a summary of issues considered in the relevant period (1 April 2024 – 31 March 2025)

1.2 In accordance with Section 5 and s.30 (1) of the Public Service Pensions Act 2013 and Regulation 4A of the Firefighters' Pension Scheme (Amendment) (Governance) Regulations 2015, the West Yorkshire Fire and Rescue Authority Local Pension Board was established in February 2015 to provide advice on the effective and efficient administration and management of the various firefighter pension schemes.

1.3 The Local Government Pension Scheme for Green Book employees is monitored by a separate Local Pension Board established by the West Yorkshire Local Government Pension Scheme and does not form part of this Annual Report.

1.4 The Report includes commentary on the following;

- A summary of the work undertaken by the Local Pension Board during 2024/25
- Detail of areas investigated and how these areas were dealt with
- Any conflicts of interest and how these were managed
- Any identified risks and other areas of potential concern
- Any expenses and costs incurred by the Board
- Gifts and hospitality received by members of the Board
- Training for Board members
- Breaches
- Scrutiny and review

## Membership and Meetings of the Board

2.1 The West Yorkshire Fire and Rescue Authority Local Pension Board comprises 6 members as follows (as approved by the Full Authority on 20 June 2024)

- 3 Scheme Member representatives (Ryan Binks, Jim Davies (FBU) and vacancy)
- 3 Scheme Manager representatives (Councillors Mike Pollard and Fozia Shaheen, and John Roberts CFO - Chair) (plus Non-voting Officer Adviser(s) as appropriate)

2.2 The Board has met on 2 occasions in the 2024 – 25 year. There was an attendance of 80% during the period in question

## Work undertaken by the West Yorkshire Fire and Rescue Authority Local Pension Board 2024/25

3.1 The work undertaken by the Board during the course of the year has been defined by the extant Terms of Reference (initially approved at the 24 June 2016 meeting of the West Yorkshire Fire and Rescue Authority) and as amended in December 2021 with regard to the revised term of office (two years).

3.2 During the period 1 April 2024 – 31 March 2025 the following items were considered by the Board;

- Updates on the work with the national Scheme Advisory Board (SAB) & its sub-committee (Ensuring the effectiveness of the Local Pension Board)
- Discretions made by the Scheme Manager
- Annual Review of Terms of Reference
- Pension Risk Register
- Compliance Deadlines and Breaches Register
- Legislative Updates
- Firefighter Pensions England bulletins
- Age Discrimination Remedy
- Matthews Remedy

3.3 The Activity report (submitted to each meeting) includes detail on the number of;

- Number of members across the various schemes
- Membership movements during the reporting period
- Number of opt-ins and opt-outs
- Number of retirements
- Estimates processed
- Number of new firefighter recruits
- Total firefighter headcount
- Number of IDRP Stage 1 and Stage 2 complaints

3.4 Each agenda also includes the following standing items;

- Legislative updates
- Scrutiny and Review (including discretions, breach and risk registers)
- Pensions Ombudsman Sample Cases
- Member Training
- WY Pension Fund Key Performance Indicators

3.5 Specific Investigations and Board Resolutions

- There were no investigations or actions that required further investigation during 2024/25

3.6 Conflicts of Interest

- As statutorily required, members of the Local Pension Board complete a Declaration of Interests. The register is maintained by the West Yorkshire Fire and Rescue Authority

Committee Services section. Members of the Board reviewed their Declarations in June 2025.

- There have been no declarations made by any member, adviser or attendee at any meeting of the Board during the relevant period.

### 3.7 Identified Risks and Areas of Concern

- No specific risks or areas of concern were raised during the year

### 3.8 Expenses and Costs

- There has been no expenditure or costs incurred within the relevant periods for the administration of the Board.

### 3.9 Gifts and Hospitality

- There have been declarations of gifts or hospitality received by Members of the Board during the relevant period.

### 3.10 Training

- It is a statutory requirement of the Public Service Pensions Act 2013 that members of the Local Pension Board should have the capacity to become conversant with, and develop a knowledge of, detailed related issues in order to effectively carry out their duties.
- In this respect monthly bulletins from LGA Pension Advisory Service have been provided along with the summaries and decisions on cases dealt with by the Pension Ombudsman, which serve as a learning tool for LPB members.
- In addition members have been offered the opportunity to attend LGA LPB Training Sessions in person and via MS Teams

### 3.11 Legislative Updates

- As a statutory requirement, members of the Local Pension Board have been provided with regular legislative updates.
- The following have been provided during the relevant period
  - Abolition of the Lifetime Allowance
  - Pension Dashboards
  - The Pensions Regulator's (TPR) General Code of Practice
  - The Firefighters Pension Scheme (England) (Amendment) Regulations 2024
  - The Pensions Increase (Review) (No 2) Order 2024
  - The Public Service Pensions Revaluation Order 2024
  - The Police and Firefighters' Pensions (Remediable Service) (Amendment) Regulations 2024
  - The Pensions Act 2004 (Codes of Practice) (Revocation) Order 2024
  - Update to the member contribution structure
  - Pensions Dashboards

- 2024 Budget

### 3.12 Scrutiny and Review

- Members are required to scrutinise areas relevant to the administration of the Firefighters' Pension Schemes.
- The following areas were scrutinised during the relevant period;
  - Discretions
  - Breaches register
  - Pension Risk Register
  - Compliance deadlines

## How this report supports our values

### WYFRS Core Values

- **Teamwork:** We recognise everyone's strengths and contributions, working effectively as one team.
- **Integrity:** We are trustworthy, act ethically, treating each other with dignity and respect.
- **Learning:** We learn all the time; we share knowledge and experiences, celebrating success.
- **Responsibility:** We are responsible, work positively and take ownership of the work we do.
- **Communication:** We share clear information, in ways everyone understands, having open discussions.

### Core Code of Ethics for Fire and Rescue Services – our five ethical principles:



- **Putting our communities first:** We put the interests of the public, the community, and service users first.
- **Integrity:** We act with integrity including being open, honest, and consistent in everything that we do.
- **Dignity and respect:** We treat people with dignity and respect, making decisions objectively based on evidence, without discrimination or bias.

- **Leadership:** We are all positive role models, always demonstrating flexible and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
- **Equality, diversity, and inclusion (EDI):** We continually recognise and promote the value of EDI, both within the FRS and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

## Monitoring and review

This is an annual report submitted to the Local Pension Board and ratified by the People and Culture Committee

### Document Properties

Document Title:	Local Pension Board Annual Report
Author:	Jik Townson
Creation Date:	03 June 2025
Last Updated:	26 June 2025

# **West Yorkshire Fire and Rescue Authority**

## **Local Pension Board**

### **Terms of Reference**

#### **Function and Responsibilities**

The function of the Local Pension Board is to assist the Scheme Manager (West Yorkshire Fire and Rescue Authority) in administering the various firefighter pension schemes. This will be achieved by providing governance and by scrutiny of policies, pension documentation, decisions and outcomes.

The Local Pension Board will also assist the Scheme Manager to:

- secure compliance with the Regulations, any other legislation relating to the governance and administration of the Schemes, and requirements imposed by the Pensions Regulator in relation to the Schemes and;
- ensure the effective and efficient governance and administration of the Schemes

#### **Duties of the Board**

The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of these duties Board members:

- should act always in the interests of the Scheme and not seek to promote the interests of any stakeholder group above another
- should be subject to and abide by the Local Pension Board approved code of conduct

#### **Frequency of meetings**

The WYFRA Local Pension Board will meet six monthly (July and January in each municipal year), to review / report on previous actions and determine work streams and priorities for the future.

The Chair of the Board, with the consent of the Board membership, may call additional meetings. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone conferencing and e-mails.

## **Local Pension Board membership**

To comply with the regulations the Board must have a minimum of four members (two Scheme Member representatives and two Scheme Manager representatives. A Local Pension Board membership of four is the most straight forward and cost effective way of providing the Local Pension Board and complying with the Regulations.

Membership of the West Yorkshire Fire and Rescue Authority Local Pension Board will be:

3 X Scheme Member representatives (including 1 x FBU representative)

3 X Scheme Manager representatives (2 x elected Members, 1 x Officer representative)

Non-voting Officer Advisor(s) as appropriate

Scheme Manager (elected Member) representation on the Board will be determined by the Fire Authority at its Annual Meeting (or as otherwise required). The Officer representative will be nominated by the Authority's Management Board.

The Officer Advisor will be a specific officer who is to assist the Board in gathering/analysing information and writing reports. The Board will also be able to request assistance from any officer who has specific knowledge of a subject matter they are investigating.

### ***Scheme Member representatives***

Scheme Member representatives shall be appointed to the Board on an annual basis (or as otherwise required) by the Executive Committee of the West Yorkshire Fire and Rescue Authority following a formal application process.

2 x Scheme Member representatives will be active, deferred or retired members of one of the firefighter pension schemes administered by WYFRA.

1 x Scheme Member representative will be nominated by the Fire Brigades' Union.

Scheme Member representatives should be able to demonstrate

- their capacity to represent pension scheme members
- capacity to attend and complete the necessary preparation for meetings, and
- capacity to participate in training as required

### ***Scheme Manager representatives***

2 x elected Member Scheme Manager representatives shall be appointed on an annual basis to the Board at the Annual Meeting of the Authority (or as otherwise required)

1 x Officer Scheme Manager representative shall be appointed/confirmed on an annual basis by the Authority's Management Board.

Scheme Manager representatives with delegated responsibility for discharging the Scheme Manager function of WYFRA may not serve as Scheme Manager representatives on the Board.

Scheme Manager representatives should be able to demonstrate

- their capacity to represent the Scheme Manager
- capacity to attend and complete the necessary preparation for meetings, and
- capacity to participate in training as required

### **Appointment of Chair and Vice chair**

Local Pension Board Members will act as the Chair and Vice- chair on an annual, rotational basis ie. when a Scheme Manager representative is appointed Chair of the Board, the position of Vice chair will be filled by a Scheme Member representative and vice versa on an annual basis.

### **Notification of appointments**

On appointment to the Board, WYFRA shall publish the name of the appointees, the process followed in the appointment together with the way in which the appointments support the effective delivery of the purpose of the Board.

### **Objectives**

WYFRA Local Pension Board should consider the following:

- Are pension statements timely and accurate?
- How long does it take between retirement and receipt of pension?
- The number of errors made by the pension administrator.
- Are relevant policies in place and of a sufficient standard?
- Are pension estimates accurate and timely?
- Is the West Yorkshire Pension Fund (WYPF) website accurate and user friendly?
- Ensure that annual CARE scheme calculations are being carried out.
- Scrutinise data quality.

- Ensuring pension rules and regulations are being complied with, when officers are making decisions on pension matters.
- If complaints/appeals are being dealt with correctly and the correct procedures being followed.
- Review internal audit reports

This list is not exhaustive. The Local Pension Board will have the power to investigate anything it wishes in relation to the firefighters' pension schemes within WYFRS.

### **Conduct and Conflict of interest**

Members of the Board are responsible for ensuring that their board membership does not result in any conflict of interest with any other posts they hold.

All members of the Board must declare to WYFRA on appointment and at any such time as their circumstances change any potential conflict of interest arising as a result of their position on the Board. On appointment to the Board and following any subsequent declaration of potential conflict WYFRA shall ensure that any potential conflict is effectively managed in line with both the internal procedures of WYFRA and the requirements of the Pensions Regulator's codes of practice on conflict of interest for Board members.

Members of the Board must not use their membership for personal gain.

Gifts and hospitality should only be accepted with the permission of the Authority - any gifts accepted should be reported on in the Local Pension Board's annual report.

Members of the WYFRA Local Pension Board should maintain confidentiality when discharging their duties.

The WYFRA Local Pension Board has the right to use WYFRA facilities and resources in the course of discharging its duties.

### **Knowledge and understanding (including Training)**

Knowledge and understanding must be considered in light of the role of the Board to assist WYFRA as detailed above. The Board should establish and maintain a policy and framework to address the knowledge and understanding requirements that apply to Board members. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.

Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding

policy and framework. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

### **Term of office**

Term of Office should be for 2 years and in accordance with the committee cycle in WYFRA

Board membership may be terminated prior to the end of the term of office due to:

- A Scheme Member representative no longer holding the office or employment or being a member of the body on which their appointment relied
- A Scheme Manager representative no longer holding the office or employment or being a Member on which their appointment relied
- The representative no longer being able to demonstrate their capacity to attend and prepare for meetings or to participate in required training

Board Members may be re-appointed for more than one term of office following an approved appointment / nomination process.

### **Reporting**

The West Yorkshire Local Pension Board will produce an Annual Report which will highlight areas of concern and identify good practice.

The report will also contain information on the number of retirements (natural and ill health), new starters, membership and opt-out numbers.

The Board will report to the People and Culture (formerly Human Resources) Committee.

### **Resourcing and funding**

Members of the WYFRA Local Pension Board will be entitled to claim any reasonable out of pocket expense incurred through discharging their Local Pension Board responsibilities.

The Board will not have a dedicated budget. Requests for finance to purchase technical assistance, Board member training and anything else the Board may require to effectively discharge its duties will be made through the WYFRA Finance and Resources Committee.

## **Quorum**

A meeting is only quorate when three Board members are present (including either the Chair or Vice chair).

## **Voting**

The Chair shall determine when consensus has been reached. There will be no casting vote.

Where consensus is not achieved this should be recorded by the Chair.

## **Relationship with West Yorkshire Fire and Rescue Authority**

In support of its core functions the Board may make a request for information to WYFRA with regard to any aspect of the Scheme Manager function. Any such a request should be reasonably complied with in both scope and timing.

In support of its core functions the Board may make recommendations to WYFRA which should be considered and a response made to the Board on the outcome within a reasonable period of time.