



# Minutes

## Finance & Resources Committee

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Date: 17 July 2015

Time: 10.30 am

Venue: Conference Room, Oakroyd Hall, Fire and Rescue Service Headquarters, Birkenshaw

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Present: Councillors A Wallis (in the Chair); T Austin, P Caffrey, D Fear (as substitute for Councillor C Townsley), P Grahame, R Grahame (as substitute for Councillor K Renshaw), P Harrand, M Hussain and K Maqsood

In Attendance: None

Apologies: Councillors L Holmes, K Renshaw, M Shaw and C Townsley

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### 1 Minutes of the last meeting

#### RESOLVED

That the Minutes of the Committee at a meeting held on 10 April 2015 be signed by the Chair as a correct record.

### 2 Urgent items – New Ossett Fire Station

The Chair advised that he had agreed to the inclusion of an urgent item (New Ossett Fire Station) which would be considered at agenda item E12 (Min no. 11 refers) .

[The item had been considered urgent as the information about contract prices had been finalised after the despatch of committee papers and an early decision was required to allow work to commence on the site].

### 3 Admission of the public

#### RESOLVED

That the public and press be excluded from the meeting during consideration of the item of business specified below as it was likely, in view of the nature of the business to be transacted or the nature of the

proceedings, that if members of the public were present during this item, there would be disclosure to them of exempt information of the description specified.

<b>AGENDA ITEM NO.</b>	<b>TITLE OF REPORT</b>	<b>MINUTE NUMBER</b>	<b>Description of exempt information by reference to the paragraph number in Schedule 12A of the Local Government Act 1972</b>
E12	New Ossett Fire Station	11	Paragraph 3 – financial or business affairs

#### **4 Declarations of interest**

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

#### **5 Fire Leadership Academy – Member attendance**

Consideration was given to a report of the Chief Legal and Governance Officer which sought approval for the attendance of two Members at the Fire Service specific Leadership Academy in Coventry on 13 – 14 October 2015.

It was reported that the places would be fully funded by the Local Government Association with pre-programme accommodation and relevant expenses payable by this Authority which could be met from within existing budgetary provision.

#### **RESOLVED**

That approval be given to the attendance of Councillors Ron Grahame and Kamila Maqsood at the Fire Leadership Academy to be held in Coventry on 13 – 14 October 2015.

#### **6 Environmental Working Group – annual update**

The Chief Legal and Governance Officer submitted a report which presented an update on the activities of the Environmental Working Group and of progress with the various initiatives that had previously been introduced, including;

- Monitoring of utility bills and energy consumption
- Recycling

Members were advised that the increase in consumption at the new Service Delivery Centre was due to the fact that the building had become fully operational since the previous annual report in 2014 – 15 and were given further information about the recycling collection arrangements.

#### **RESOLVED**

That the report be noted.

## **7 Annual update of Information Governance arrangements and Improvement Plan**

Members received a report of the Chief Legal and Governance Officer which provided an annual update on the implementation of the Information Governance arrangements within West Yorkshire Fire and Rescue Service and of progress made with implementation of the information security management system (ISMS).

The following compliance standards were reported;

- Information Governance Framework - 89% (result of first self-assessment using new toolkit)
- Information Security Standard (ISO27001) - 96%
- Government Security Policy Framework - 91%

### **RESOLVED**

That the report be noted.

## **8 Statement of Accounts and Financial Outturn 2014 – 15**

Consideration was given to a report of the Chief Finance and Procurement Officer which presented detailed coverage of;

- the financial outturn for 2014 – 15
- the key statements from the draft Statement of Accounts for 2014 – 15
- Members' allowances outturn 2014 – 15

Members were advised that the full accounts would be submitted to the Audit Committee (following the completion of the audit) in September for final approval.

It was reported that there had been an underspend of £3.5m against the approved revenue budget due, in the main, to firefighter salaries (savings, retirements and reduced amount of overtime). There had also been an overspend in the premises budget (utilities) and an underspend in the supplies budget. Members were advised that the budgets for next year would be revised to reflect the reported variations. The level of balances (£19.4m at 31 March 2015) would also assist in reducing the impact of any large variations in the retirement profile in managing medium term financial planning.

£12.5m of the £23.6m capital plan had been spent during the course of the 2014 – 15 year – the majority supporting the implementation of the Integrated Risk Management Plan (IRMP). The capital plan had been funded using capital grants and internal balances without the need for any new long term borrowing.

The report on Members' allowances outturns for 2014 – 15 included detail of sums paid to individual Members in respect of their various allowances as required under Regulation 26A of the Local Authorities (Member Allowances) Regulations 1991 as amended.

Members commented on the following issues;

- retirement profile / costs and liabilities
- grey book and green book staffing costs (fundamental review savings)
- use of balances

- the date for publication of accounts for public challenge (7 August 2015)
- outstanding site sales

## **RESOLVED**

- a) That the revenue and capital outturn for 2014 – 15 be noted;
- b) That the Statement of Accounts for 2014 – 15 be noted; and
- c) That the report on Members' Allowances for 2014 – 15 be noted.

## **9 Treasury Management Annual report 2014 – 15**

Members considered a report of the Chief Finance and Procurement Officer which presented the Treasury Management Annual Report 2014 – 15. The report reviewed borrowing and investment performance, prudential indicators and risk / compliance issues.

It was reported that the average investment during the course of the year had been £18.6m with a maximum invested at any one time of £39.6m. No new long-term borrowing had been made during the course of the year.

In conclusion, and having considered the prudential indicators (breakdown of debt) and risk and compliance issues, it was reported that the Authority had operated fully within its Treasury Management Strategy during 2014 – 15.

In response to a Member query, the Chief Finance and Procurement Officer confirmed that the Authority's banking arrangements had transferred to Barclays with effect from 1 July 2015.

## **RESOLVED**

That the report be noted.

## **10 Medium Term Financial Plan**

The Chief Finance and Procurement Officer advised Members that the detail contained in the report which had been circulated with the agenda papers was no longer relevant following the Chancellor of the Exchequer's statement.

A broad outline (pending confirmation of budgets in December 2015) of the impact of the Statement was presented in a verbal report and covered the following issues;

- proportion of total Government cuts to be faced by the Fire Service would be in line with the current medium term financial plan
- increase in minimum wage – would have no impact (no employees at Grade 1 on the pay scale)
- Communities and Local Government (CLG) had identified the additional 5% departmental cut through capital receipts and no further cuts were anticipated to individual local authority budgets in 2015 – 16

## **RESOLVED**

That the report be noted.

## **11 New Ossett Fire Station**

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

The Director of Strategic Development submitted a report which sought Members' approval for an increase in the capital scheme for the new Ossett Fire Station.

### **RESOLVED**

That approval be given to an increase in the capital plan to £3,767m for the construction of the new Ossett Fire Station to reflect the increased cost of construction.

## **12 Information Strategy Review – post-tender introduction**

Members received a presentation from the successful tenderers for the previously approved Information Strategy review, Shaw Consultancy.

The consultants outlined the work that would be undertaken by them which would be an independent overview of the current facilities and ICT requirements of the organisation with a view to how investment in ICT facilities could be maximised. The project would examine all aspects of the organisation including the Control Centre when focus would be given to the integration of the systems into the organisation.

It was intended to meet with all levels of ICT users and report back to Members prior to the next phase of the project.

Chair