

**POLICE AND CRIME PANEL**  
**Friday, 27th November, 2015**

**Present:-**

**Barnsley Metropolitan Borough Council**

Councillor M. Dyson

Councillor R. Frost

**Doncaster Metropolitan Borough Council**

Councillor A. Jones

Councillor G. Jones

**Rotherham Metropolitan Borough Council**

Councillor E. Wallis

**Sheffield City Council**

Councillor J. Armstrong

Councillor J. Otten

Councillor S. Richards

**Co-opted Members**

Mr. A. Carter

Mr. Chufungleung

Apologies for absence were received from Councillors J. Campbell (Sheffield), C. McGuinness (Doncaster) and C. Vines (Rotherham).

**F27. APPOINTMENT OF CHAIR**

27.1 Due to the long term absence of Councillor Bowler, nominations were sought for the position of Chair for the remainder of the 2015/16 Municipal Year.

**Action: That Councillor Sioned-Mair Richards be appointed Chair until the Annual Meeting.**

**Councillor Sioned-Mair Richards in the Chair**

**F28. QUESTIONS FROM MEMBERS OF THE PUBLIC**

28.1 A member of the public asked the following question:-

"As a layman and member of the public I have been led to believe and had the understanding that the Police Force as a whole was free from external influences with the mandate to keep the peace and maintain the law within society, therefore, free of external influences. If you accept the above in principle, can you explain why advertising on Police cars in South Yorkshire?"

28.2 Due to this question being of an operational nature, it was a matter for the Police Force and the Police Commissioner. The question will be forwarded directly to South Yorkshire Police.

28.3 A member of the press asked the following question:-

“Could you provide more explanation about why the Hillsborough costs item will be private? Which ‘individuals’ does the exempt information refer to, and why is information about them exempt when it is the subject of a public inquest, with the legal fees of senior ex-SYP officers funded by South Yorkshire tax payers and previously revealed in published spending records?”

28.4 Stuart Fletcher, Legal Adviser, reported that, following the previous Police and Crime Panel meeting, the Coroner’s Office had contacted Rotherham Council in respect of the Hillsborough inquest in relation to possible Contempt of Court issues. As a result the papers that had been before the Panel had been removed from the website immediately and it was felt, going forward, that any issues relating to Hillsborough in the future should be dealt with in the confidential section of the meeting.

28.5 A member of the public asking the following questions:-

“At your meeting on 29<sup>th</sup> June, it was reported that Professor John Drew had been commissioned to review CSE in parts of South Yorkshire not covered by the Jay and Casey reports on Rotherham.

(a) When do you expect this review to be complete and the results publicised?

The comprehensive Engagement Strategy presented at the 16<sup>th</sup> October is welcome but may take time to implement e.g. PACT meetings, soon to be Community Safety meetings, which would require involvement from other partners e.g. Council, Fire and Rescue, NHS, Local Police Teams etc. which is not obvious in some areas.

(b) Can we suggest that satisfactory progress is monitored by a Scrutiny Committee with feedback from ordinary community members?”

28.6 With regard to question (a), the Police and Crime Commissioner reported that the review had commenced in September. Following a period of scoping it would conclude in late December, 2015/early January, 2016. It would be reported to the Police and Crime Panel shortly afterwards.

28.7 With regard to question (b), the Chair reported that scrutiny of the Police and Crime Commissioner was work undertaken by the Panel and, therefore, would scrutinise the Engagement Strategy and how it was implemented. The Police and Crime Commissioner’s own Governance and Assurance Board would scrutinise the delivery of the Engagement

Strategy by the Force and Engagement Officers within the Office of the Police and Crime Commissioner. Legislation prescribed that the Police and Crime Panels were in place to scrutinise Commissioners in exercise of their statutory functions. It was, therefore, for this Police and Crime Panel to determine how it wished to perform that duty generally and specifically in relation to the progress being made to deliver the Strategy. The Commissioner was happy to provide regular updates to this Panel if it required such.

Members of the public were welcome to attend Panel meetings and ask questions. There were independent members on the Panel that reflected the community and organisations as well as Members who were Elected Members of the community.

**Action: That the panel receives 6 monthly reports on the delivery of the Engagement Strategy - OPCC**

**F29. MINUTES OF THE PREVIOUS MEETING HELD ON 16TH OCTOBER, 2015**

29.1 Consideration was given to the minutes of the previous meeting of the South Yorkshire Police and Crime Panel held on 16<sup>th</sup> October, 2015.

**Action: That the minutes of the previous meeting held on 16<sup>th</sup> October, 2015, be approved for signature by the Chair.**

**F30. CSE UPDATE**

30.1 In light of the communication from the Coroner's Court (see Minute No. 28), part of this item would be considered in the confidential part of the meeting due to possible Contempt of Court.

30.2 Dr. Alan Billings, the Police and Crime Commissioner, reported that as yet none of the Police Officers (both serving and retired) referred to the IPCC had been interviewed as yet. He had met representatives from the IPCC and urged them to speed up the process. He had been assured that additional resources would be employed. Other issues that were not directly related to the conduct of Officers but in relation to the culture of the Police Force itself had been picked up by Professor John Drew's report.

30.3 Disappointment was expressed that the interviewing of Officers had not commenced.

**Action:- That a letter be sent to the IPCC expressing the Panel's disappointment with regard to the lack of progress – Immediate.**

**F31. REVISED COMPLAINTS PROCEDURE**

31.1 Stuart Fletcher, Legal Adviser, submitted the current Complaints Procedure with suggested revisions.

31.2 The initial handling of complaints had previously been delegated by the Panel to the Monitoring Officer. However, following a review of the current procedure, an alternative means of operating the Procedure was proposed as set out in the flow chart at Appendix 1 of the report submitted. This was based on the procedure adopted by Hampshire PCP, amongst others, and which had been referred to in publications of the LGA as being good practice.

31.3 The revised procedure allowed for a 'triage/role for the Chief Executive of the OPCC following delegation of receipt and initial handling and recording functions of the Panel.

31.4 Members of the public may view the complaints process as not sufficiently independent should the proposed revisions be approved. However, there were a number of factors which would provide reassurance:-

- Regulation 13(1-3) required cases which were serious and criminal in nature to be investigated by the IPCC
- The Panel would monitor any 'triage' of complaints to check that complaints were sifted in a fair and transparent way. It was proposed that the 'triage of complaints' would be carried out in consultation with an Independent Member of the Panel
- If a complaint was made to a PCC about their own conduct, the PCC had to inform the Panel (under Regulation 9(4))
- The PCC or other relevant officer could not deal with complaints about themselves (Regulation 7(2))
- Ability of the IPCC to compel the Panel to record and refer a particular matter if it considers it to be in the public interest to do so
- Home Office did not consider that such a role for the Chief Executive of the OPCC represented a conflict of interest

31.5 If approved, the Chief Executive, in conjunction with an Independent Member of the Panel, would consider:-

- whether the complaint was a complaint against the Commissioner;
- was a complaint for which the Panel was the relevant Police and Crime Panel;
- whether it was a complaint at all or was a complaint relating to an operational matter of South Yorkshire Police to be resolved in accordance with the Force's complaints procedures.

31.6 The report included a flowchart illustrating the proposed handling of a complaint.

31.7 Discussion ensued on the proposal with the following issues raised/clarified:-

- The proposed revision to procedure was seen as a more efficient way of dealing with matters. Officers in the OPCC had the experience and knowledge of dealing with such matters rather than the current practice
- Does the handling of the complaints by the Commissioner's Office not seem to be a less transparent process than the one in operation currently? Why take the risk of being less transparent?
- In accordance with the Regulations, any issues would be referred onto the IPCC or the Panel and any deviation would be in breach of the Regulations
- The Panel had limited resources and it was felt that if the initial handling of complaints could be delegated to the OPCC the Panel's resources could be used differently. There was no suggestion whatsoever that the PCP would no longer handle complaints about the Commissioner
- The most popular mechanism across the country for handling complaints was for the initial role to be delegated to the OPCC.

31.8 Mr. Carter, Independent Member, felt that the Independent Member would play a role in the new procedure, more so than within the present process which he felt was not transparent enough and that there was a far more efficient way of dealing with complaints than currently adopted. The Panel needed to monitor/report on complaints to the Panel on a regular basis. The revised procedure should be implemented with himself and his fellow colleague undertaking to report to each Panel meeting of any complaint(s) there had been and what their involvement had been to assure the Panel that matters were being dealt with in a proper and responsible manner.

31.9 Mr. Chufungleung requested information on the following:-

- Clarity as to whether the procedure would just be applicable to the Commissioner himself or the OPCC and if not and the complaint was with regard to the OPCC, what was the procedure for those?  
Yes the procedure only related to the Police and Crime Commissioner as set down in the Legislation. However, the Home Office was looking at a national Code of Conduct for Commissioners and Deputy Commissioners.

With regard to transparency, an Independent Member would sit with the Chief Executive in the early stages of the process and witness the decision making and exercise of judgement to reassure themselves and the Panel that the duty had been exercised efficiently.

- If the complaint was to be dealt with by the Panel, it appeared that the only possible outcomes would be Informal Resolution and the IPCC. Were there other complaints in between that could be potentially dealt with by other means?  
The OPCC had its own internal complaints procedure, details of which were available on the website. There was a large section on informal resolution and the IPCC but there were other means, as set out in the report submitted, of the Chief Executive fulfilling the triage role.
- To go straight to the Panel's Complaints Sub-Committee may seem to be overkill particularly if something had been resolved informally. Why did it have to go to the Complaints Sub-Committee?  
A matter would not be referred straight to the Sub-Committee; if it appeared that the issue could be resolved through discussion/correspondence that would be the route pursued.
- Was there an appeal process  
There was no appeal in these circumstances.
- Was there a route to the Local Government Ombudsman if the procedure had been exhausted?  
There was a route to the Ombudsman if a complainant was not satisfied.

Having heard the above, Councillor Otten still felt concerned with regard to the issue of transparency and opposed the proposal to revise the procedure.

**Action:- (1) That the receipt, initial handling and recording of complaints in respect of the Police and Crime Commissioner be delegated to the Chief Executive of the Office of the Police and Crime Commissioner.**

**(2) That a revised Complaints Procedure and Protocol be prepared based on the changes set out in the report submitted.**

## **F32. UPDATE ON THE HANDLING OF COMPLAINTS**

32.1 Stuart Fletcher, Legal Adviser, presented a report on the handling of complaints received against the Police and Crime Commissioner.

32.2 The following complaints had been resolved:-

1. A complaint that the Police and Crime Commissioner had used his official tax payers funded office to promote his own religious activities and his book by means of issuing a press release.

The Police and Crime Commissioner had issued a statement apologising for asking the OPCC's communications team to release a press notice he had written to publicise a seminar he was leading on with regard to his book.

This had been an acceptable outcome to the complainant and, therefore, the complaint was considered resolved.

2. A complaint in relation to the Police and Crime Commissioner's declaration of interest form in that it appeared that the Commissioner did not live anywhere in South Yorkshire or he was not declaring it.

The Commissioner, to remove any doubt, had now made it clear on the form that he owned a flat in Sheffield jointly with his wife. He had asked for the guidance notes to be amended to ensure clarity in the future.

This was an acceptable outcome to the complainant and, therefore, the complaint was considered resolved.

3. Councillor C. Vines, a Police and Crime Panel member, had raised an issue in respect of the previous Crime Commissioner's security costs being paid for by the tax payer which to date had not been recovered. Councillor Vines had requested that the matter be considered by the Panel.

The OPCC had confirmed that information relating to the home security of the previous Commissioner had been published on the PCC's website in response to a number of Freedom of Information requests.

The OPCC had confirmed that any equipment that would not cause damage to the property if removed had been received on 22<sup>nd</sup> October, 2014, to the value of £6,172.00. The work had been completed at no cost to the taxpayer.

32.3 There were three other complaints which were the subject of ongoing informal resolution the conclusion of which would be reported to future Panel meetings.

**Action: That the report be received and the contents noted.**

**F33. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (contains information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime and information relating to the financial affairs of particular persons).

**F34. CSE UPDATE**

34.1 Dr. Alan Billings, Police and Crime Commissioner, gave a brief verbal update in respect of those Police Officers being investigated in relation to child sexual exploitation.

**Action:- That the report be noted.**

**F35. THE FUNDING OF HILLSBOROUGH LEGAL COSTS**

35.1 Dr. Alan Billings, Police and Crime Commissioner, presented an update on the funding of legal costs relating to the Hillsborough Inquests.

35.2 This item was considered in the confidential part of the meeting in accordance with the Coroner's Directive.

**Action: That the report be noted.**

**F36. DATES OF FUTURE MEETINGS**

**Action:- That meetings be held during the remainder of the Municipal Year as follows all commencing at 11.00 a.m.:-**

**15<sup>th</sup> January, 2016 (subject to change)**

**4<sup>th</sup> March**

**15<sup>th</sup> April**

**27<sup>th</sup> May**



**SHEFFIELD CITY REGION COMBINED AUTHORITY**

**THE AMP TECHNOLOGY CENTRE, WAVERLEY, ROTHERHAM, S60 5WG**

**MINUTES OF THE MEETING HELD ON 1 FEBRUARY 2016**

**PRESENT:**

Councillor John Burrows, Chesterfield BC (in the Chair)

Councillor Graham Baxter MBE, North East Derbyshire DC

Councillor Chris Read, Rotherham MBC

Councillor Julie Dore, Sheffield CC

Councillor Simon Greaves, Bassetlaw DC

Mayor Ros Jones, Doncaster MBC

Councillor Jim Andrews BEM, Barnsley MBC

Councillor John Ritchie, Bolsover District Council

Ruth Adams, SCR Executive Team

David Armiger, Bassetlaw District Council

Fiona Boden, SCR Executive Team

Huw Bowen, Chesterfield BC

Dorcas Bunton, Derbyshire Dales DC

Peter Dale, Doncaster MBC

Steve Edwards, SYPTE

Andrew Gates, SCR Executive Team

Julie Hurley, SCR Executive Team

Sharon Kemp, Rotherham MBC

Julie Kenny CBE, Rotherham MBC

John Mothersole, Sheffield CC

Martin McCarthy, Deputy Monitoring Officer

Kate Platts, SYPTE

Andrew Shirt, Joint Authorities Governance Unit

Ben Still, SCR Executive Team

Daniel Swaine, Bolsover DC / NE Derbyshire DC

Eugene Walker, S.151 Officer

Apologies for absence were received from Councillor S Houghton CBE, Councillor A Syrett, Councillor A Rhodes, Councillor L Rose, A Frosdick, J Miller, N Taylor, D Terris and C Tyler

1 APOLOGIES

Members' apologies were noted as above.

2 ANNOUNCEMENTS

None requested.

3 URGENT ITEMS

None requested.

4 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

None noted.

5 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

It was confirmed that voting rights could not be conferred in respect of agenda item 13 as the requirement to set the South Yorkshire Transport Levy was a matter for South Yorkshire Local Authorities only.

6 DECLARATIONS OF INTEREST BY INDIVIDUAL MEMBERS IN RELATION TO ANY ITEM OF BUSINESS ON THE AGENDA

None noted.

7 REPORTS FROM AND QUESTIONS BY MEMBERS

None noted.

8 RECEIPT OF PETITIONS

None received.

9 PUBLIC QUESTIONS

The Chair welcomed members of the public present and agreed to receive questions relating to the 2016/17 budget setting process (referenced at item 13: 'Combined Authority Transport Levy and SYPTA Budget 2016/17').

All Members of the CA acknowledged that they had received and read the questions submitted.

***Tony Nuttall, Barnsley Retirees Action Group (affiliated to National Pensioners Convention) asked:***

***"What impact does this committee think that the change of rail franchise referred to have on the rail concessions for elderly and disabled pass holders?"***

*“There has been reference to the Rail Administration Grant received from DfT to: ‘secure, monitor, advertise and carry out administrative tasks connected with the provision of railway passenger services’. There has also been reference to “The DfT Rail North Partnership agreeing to provide this grant (approx. £1.2m) to SYPTE for 2016/17.”*

And

*“Does this cover the cost of continuing the rail concessions for elderly and disabled pass holders when Arriva Rail North takes over the franchise? Is it possible to extend that concession for the elderly so that half price travel is available into West Yorkshire again?”*

*“There has been information that the concessionary fare budget is estimated to underspend by 6% or £2million do councillors agree that the half price travel on trains into West Yorkshire or even the previous situation of free train travel for the elderly is quite easily attainable given that the budget for April 2014 said that the cost of free train travel in both South and West Yorkshire for elderly and disabled pass holders would have been just over £300,000 and there is obviously a cost for the present arrangement?”*

The Chair responded:

Dear Mr Nuttall

Thank you for your question in relation to concessionary rail travel and matters relating to the rail administration grant and the change in rail franchise.

#### Rail Franchise

As you are aware, the Government has announced that it intends to award the Northern Franchise to Arriva Rail North Ltd and the TransPennine Express Franchise to First TransPennine Express Ltd. The rail concessions that currently exist in South Yorkshire will continue post April, when the franchises commence. These two new franchises will bring with them a circa £1.2 billion boost to rail services in and around the Sheffield City Region.

#### Rail Administration Grant

The Rail Administration Grant received from DfT does not fund rail concessions for the elderly and disabled. The provision of this fund will therefore not impact or fund the concessions provided in South Yorkshire during 2016/17.

#### Concessionary Rail Travel

The annual funding levy for public transport services in South Yorkshire has reduced by £29m (29%) over the last five years and it is essential that SYPTE's reserves are used in a sustainable way to balance local transport needs with the pressure to reduce overall expenditure. Any underspend to the concessionary budget in this financial year can therefore not be used as suggested to fund either half price or free train travel into West Yorkshire as it would contravene the SCR

Combined Authority/SYPTE's obligation to set a sustainable multi-year budget. This money will be used to support an ongoing reduction in the transport levy.

The changes to the discretionary senior concessions that SYPTE provides were necessary in order to achieve a 10% budget reduction in the 2014/15 budget.

I hope this answers your questions.

**Alan Trickett from South Yorkshire Freedom Riders asked:**

*"As the financial report shows that the total SYPTE budget is likely to be underspent for the year by 3% and the budget for concessions will be underspent by 6% does the committee agree that it is possible to return to the situation that elderly bus pass holders in South Yorkshire could have the previous concession of using their passes from 9am restored"?*

*"This is of great concern to a number of us in different areas where bus travel is restricted because bus services are not very frequent. Some elderly people are not able to access a bus from their area until well into the morning whereas previously they could use a bus that runs between 9 and 9.30am."*

The Chair responded:

Dear Mr Trickett

Thank you for your question regarding elderly concessionary fares.

I can advise that changes to concessionary travel arrangements passed by Sheffield City Region's Transport Committee in 2014 are not able to be reversed. The changes to the discretionary senior concessions that SYPTE provides were necessary in order to achieve a 10% budget reduction in the 2014/15 budget.

The annual funding levy for public transport services in South Yorkshire has reduced by £29m (29%) over the last five years and it is essential that SYPTE's reserves are used in a sustainable way to balance local transport needs with the pressure to reduce overall expenditure.

Any underspend to the concessionary budget in this financial year can, therefore, not be used as suggested as it would contravene the SCR Combined Authority/SYPTE's obligation to set a sustainable multi-year budget. This money will be used to support an ongoing reduction in the transport levy.

I appreciate that the budget paper presented at Transport Committee in January shows an underspend but the process for reimbursing public transport operators for the revenue they forgo by charging concessionary fares is complex and follows principles laid down by Parliament. Variations in these payments depend on the number of journeys made and changes in the fares charged by operators. SYPTE needs to make assumptions about these changes when it sets its budget. It is only when SYPTE has received claims from operators for the whole year that we know for sure how much we need to pay. Following recent improvements in how SYPTE

models its concessionary budget we would not expect to see an underspend in future years.

I hope this answers your question.

**Sharron Milsom, Sheffield Freedom Riders asked:**

*“The changes made to Sheffield buses, including a 10% cut in the bus network, have resulted in chaos in the city and continuing difficulties for passengers, including disabled people and pensioners. A consultation has now been done in Doncaster for changes to bus services. What percentage cut do the Doncaster proposals represent? And what percentage is anticipated for Barnsley and Rotherham?”*

*“The Sheffield consultation has been accepted as being inadequate. What specific improvements have been/are being included in the consultations in other parts of South Yorkshire? In particular, have any improvements been made as regards consulting with disabled people and pensioners?”*

*“The budget for 2016/17 includes a saving of £1,750,000 for ‘Demand Reductions.’ Does this include any provision for expected reductions in demand resulting from the cuts to the network?”*

The Chair responded:

Dear Ms Milsom

Thank you for your question regarding the Bus Partnership Network Consultations.

The Doncaster Bus Partnership consultation closed just before Christmas and the analysis and network design is still ongoing. The launch of Barnsley Bus Partnership is planned for later this year. Recommendations from both these projects will be presented in due course. The Rotherham Bus Partnership was launched in July 2014.

I can advise that there are no plans to formally undertake any future consultation regarding the Sheffield Bus Network, however Sheffield Bus Partnership is working together to make positive service changes to the network and it is encouraging to see that punctuality has improved.

Using feedback from passengers and journey data recorded on-board, we have identified specific problems, altered timetables and introduced extra buses where needed as a direct result. We expect these further timetable adjustments to better co-ordinate more journeys and, together with the changes already made, improve service delivery across the network overall.

With regards to the consultations undertaken, it is worth noting that without the voluntary bus partnership model operators are under no obligation to consult regarding service changes.

As advised at the SCR Transport Committee, the bus partnership model continues to be reviewed and improved through lessons learnt. A number of these lessons have already been implemented in the recent Doncaster Bus Partnership consultation with an increase in the consultation period from four weeks to six.

In relation to improvements to consult with pensioners and disabled people, there is already a lot of targeted work that happens. All groups are sent paper copies and offered assistance with taking part. All materials offer people the opportunity to ring Traveline in order to receive assistance and this offer has been taken up on many occasions. In response to customer feedback following the Sheffield consultation in Doncaster, we increased the paper copies and posters available in local libraries and increased posters and maps on display in the Interchange.

The savings of £1,750,000 for 'Demand Reductions' that you refer to reflects the continuing trend of falling demand for existing concessionary payments. This reduction is reflected in next year's budget.

I hope this answers your questions.

**George Arthur from Barnsley NUT retired members section asked:**

*"Given that there have been great inadequacies with the last consultations that have been carried out about transport arrangements in South Yorkshire, will this Combined Authority undertake to make sure that any future changes to concessions and transport arrangements are organised in a way that allows the largest number of people to know what is being proposed and to consult in a meaningful way? To illustrate past problems: consultations have not been broadcast in Barnsley's main newspaper, the Barnsley Chronicle, until the Freedom Riders issued a press release; consultations at interchanges were initially organised at a time when elderly bus pass holders could not arrive using their passes until the Freedom Riders asked for these times to be extended; large posters were not put up in interchanges advertising the consultation; the last consultation asked people to decide which group deserved priority out of elderly, disabled and young; other questions also tried to force people to decide on cuts rather than really consulting with people; no public meetings were organised to which people could come and discuss properly what was wanted".*

*"Given the large budget underspend by the SYPTE for the second year running will this Combined Authority instruct officials to draw up a new proposal that will allow concessions enjoyed by the elderly up until March 31<sup>st</sup> 2014 to be restored?"*

The Chair responded:

Dear Mr Arthur

Thank you for your question regarding consultations and concessionary travel arrangements.

### Consultation

We do recognise that any consultation has its limitations, but in this case SYPTE believes that the consultation exercise undertaken was appropriate in the circumstances.

This year we did advertise in the Metro and issued several media releases alongside stakeholder engagement, drop in events and posters in interchanges. This attracted a response from 2437 people across South Yorkshire.

### Concessionary Travel

The changes to the discretionary senior concessions that SYPTE provides were necessary in order to achieve a 10% budget reduction in the 2014/15 budget.

The annual funding levy for public transport support services in South Yorkshire has reduced by £29m (29%) over the last five years and it is essential that SYPTE's reserves are used in a sustainable way to balance local transport needs with the pressure to reduce overall expenditure.

I hope this answers your questions.

The Chair invited members of the public to respond to the points raised in the representations.

It was confirmed that full responses would be provided in writing.

The Chair thanked the members of the public for attending and for their representations.

**RESOLVED** – That Combined Authority Members instruct the PTE Executive Director to respond in writing to the questions posed at the meeting.

## 10 MINUTES OF THE MEETING HELD ON 7TH DECEMBER 2015

R Adams referred to Minute 19 'Social Inclusion and Equalities Advisory Board,' informing Members that confirmation regarding the Board's membership had been requested and was currently awaited.

**RESOLVED** – That the minutes of the meeting of the Combined Authority held on 7<sup>th</sup> December 2015 were agreed to be an accurate record of the meeting.

## 11 DEVOLUTION - CONSULTATION UPDATE

Members were presented with a summary of the headline findings from feedback received on the Sheffield City Region's proposed Devolution Deal.

A total of 244 consultation responses had been received from residents and businesses within the Sheffield City Region, which had broadly supported the proposed Devolution Deal.

It was noted that a paper would be circulated to Members shortly, setting out further details of all the feedback received.

RESOLVED – That the Combined Authority Members noted the presentation.

## 12 DEVOLUTION UPDATE

A paper was received to provide Members with a summary on the progress made in taking forward the Sheffield City Region's (SCR's) proposed Devolution Deal in December and January.

A summary of key progress on the workstream themes was set out in the paper along with current issues which had been identified regarding consultation and governance.

The paper identified the next steps to take forward the proposed Deal including the indicative timetable for its ratification.

RESOLVED – That the Combined Authority Members note the work undertaken to date and proposed next steps.

## 13 COMBINED AUTHORITY TRANSPORT LEVY AND SYPTE BUDGET

A paper was presented to Members regarding the South Yorkshire districts' requirement to agree a transport levy for 2016/17, with this levy funding the transport activities of the Combined Authority principally through resourcing the grant paid to South Yorkshire Passenger Transport Executive (SYPTE).

To meet statutory requirements, the levy would need to be approved at the 2<sup>nd</sup> February CA leaders' meeting.

It was noted that reflecting resource pressures across local government, the South Yorkshire Local Authorities had asked Combined Authority finance officers and SYPTE to draw up proposals to reduce the levy by 10% on the 2015/16 figure.

The report therefore presented a mixture of policy choices, efficiency savings and special capital financing measures to reach a 10% reduced levy of £60.5m for 2016/17.

Mayor Jones referred to one of the policy change proposals to increase the child concessionary fare from 70p to 80p, asking if further details could be provided regarding the proposal to introduce SMART enabled value for money commercial travel products for young people.

S Edwards reported that SYPTE was currently working with TravelMaster to launch a weekly multi-operator value for money SMART enabled commercial travel product, designed to help minimise the impact of the fare increase on young people and their families. It was highlighted that this product would offer better value for money, rather than purchasing individual single fare tickets for a significant number of children. Additionally, a range of single operator value for money tickets were also readily available.



**RESOLVED – That the Combined Authority Members:-**

- i) Agreed the proposed Combined Authority Transport levy be set at £60.5m for 2016/17;
- ii) Noted that this levy was supported by £7.4m of reserves, representing 53% of all the savings required to achieve the 10% reduction; and
- iii) Noted that the proposed levy was contingent on the implementation of the policy choices referred to in the paper, including a 10p increase on Child Concessionary Fares.

**14 CA/LEP REVENUE BUDGET PROPOSALS**

A paper was presented providing CA Members with an overview of the current shape of the CA/LEP revenue budget proposals for 2016/17, without taking account of a potential Devolution Deal. Further budget proposals were being considered separately to enable officers to produce a budget should a Devolution Deal be reached.

Members noted that the budget proposals outlined in the paper would resource each of the Executive Board's Business Plans. Resource pressures associated with delivery of the capital and revenue programmes and the development of the SEP had also been identified, noting that these pressures had been partly off-set by forecast increased income, albeit not completely.

Members were advised that currently, proposals suggested that subscriptions would need to rise by £1.3m to resource activity. £1m of this related to the adoption of the Transport Hub previously paid for through the South Yorkshire transport levy. The transfer reduced the cost of SYPTE to South Yorkshire partners, resulting in a net-nil cost overall for those authorities, apart from the North Midlands partners.

It was noted that CA Finance officers were working with the SCR Executive to identify mitigations that would allow them to proceed to budget without raising subscriptions overall.

A composite revenue budget and capital programme would be presented to Leaders in March, alongside the CA's Business Plans to show how the Financial Plan would support the delivery of the SEP.

**RESOLVED – That Combined Authority Members:-**

- i) Noted that the budget proposals did not include Devolution funded activity;
- ii) Noted that current proposals would require £1.3m of additional resource, £1m of which related to costs previously funded by the South Yorkshire transport levy;
- iii) Noted that the CA was committed to finding ways to mitigate calls on partners for increased subscriptions; and

- iv) Noted that a more thorough report linked to the Capital Programme and Business Plans would be presented for approval on the 14<sup>th</sup> March.

## 15 QUARTER 3 REVENUE AND CAPITAL PROGRAMME MONITORING

A paper was presented setting out the CA's revenue budgets and capital programmes at the end of Quarter 3 of financial year 2015/16.

At Quarter 3 the CA/LEP budget was forecast to underspend by £303k up by £146k on the previous quarter. It was noted that this was primarily due to delayed recruitment into roles associated with the delivery of revenue programmes. This underspend was against a target underspend of £116k, required to build up a revenue reserve for the CA/LEP.

Members were informed that the South Yorkshire Transport budget remained on course to underspend by circa £400k, principally due to better than anticipated investment income generated.

At Quarter 3 capital expenditure on the CA's directly controlled schemes remained low at £1.4m from a budget of £39m. CA Finance officers remained in dialogue with Government with regards to the forecast capital underspend.

The paper also asked Members to support a recommendation to vire £225k of funding from STEP to SCRIF to support better oversight of the SCC Grey-to-Green scheme previously funded by both funding streams.

Members asked if future budget reports could be simplified to aid Members' understanding. E Walker acknowledged Members' request.

**RESOLVED – That Combined Authority Members:-**

- i) Noted the forecast underspend of c. £303k on the CA/LEP budget;
- ii) Noted the forecast underspend of c. £400k on the South Yorkshire Transport budget;
- iii) Noted the continued slow pace of expenditure on the capital programme; and
- iv) Approved the virement of £225k from the STEP funding stream to SCRIF.

## 16 FINANCIAL REGULATIONS

A paper was presented proposing changes to the CA's authorisation of expenditure approval matrix to reflect the new SCR Director and Head of Service hierarchies. Expenditure up to a value of £250k would fall to be approved by Heads of Service and/or Directors who lead on each work stream.

Members were made aware that the matrix related to approving payments on the CA's financial system, rather than more fundamental decisions on expenditure taken by Leaders and the proper officers.

It was noted that the proposed move would reduce reliance on the Head of Paid Service and Director of Finance to approve expenditure and better align expenditure decisions to those individuals who hold direct budget responsibility.

RESOLVED – That Combined Authority Members endorse the Director of Finance's proposed changes to the CA's Financial Regulations authorisation of expenditure matrix for transactional processing within the financial system.

17 SUMMARY REPORT - BUSINESS GROWTH EXECUTIVE BOARD

The Summary report from the SCR Business Growth Executive Board was received.

The resolutions made by the Board were duly noted and agreed by the CA.

18 SUMMARY REPORT - HOUSING EXECUTIVE BOARD

The Summary report from the SCR Housing Executive Board was received.

The resolutions made by the Board were duly noted and agreed by the CA.

19 PROPOSITION FOR HOUSING FUND UPDATE

A Summary report around the development of a Housing Capital Programme was received from the SCR Housing Executive Board.

The resolutions made by the Board were duly noted and agreed by the CA.

20 SUMMARY REPORT - SKILLS, EMPLOYMENT AND EDUCATION EXECUTIVE BOARD

The Summary report from the SCR Skills, Employment and Education Executive Board was received.

The resolutions made by the Board were duly noted and agreed by the CA.

21 SUMMARY REPORT - TRANSPORT EXECUTIVE BOARD

The Summary report from the SCR Transport Executive Board was received.

The resolutions made by the Board were duly noted and agreed by the CA.

22 RAIL NORTH UPDATE

Members noted that the Department for Transport had announced that Arriva had been awarded the Northern franchise from April 2016 until March 2025. Arriva had announced that it would remove old Pacer trains by the end of 2019 with new carriages.

Members felt that it was important for the Combined Authority to write to Government expressing its concerns that the new carriages were to be built in Europe and not in the UK.

On a separate issue, Members commented that the Combined Authority should also write to Government with an alternative arrangement regarding the Government's plans to close the Department for Business Innovation and Skills office in Sheffield by 2018.

RESOLVED – That Combined Authority Members:-

- i) Noted the verbal update;
- ii) Agreed that the CA writes to Government expressing its concerns regarding new carriages being built in Europe and not in the UK; and
- iii) Agreed that the CA writes to Government offering an alternative arrangement regarding its plans to close the Department for Business Innovation and Skills office in Sheffield by 2018.

## 23 TRANSPORT FOR THE NORTH UPDATE

A paper was received to provide an update to the Combined Authority on the progress of the Transport for the North (TfN) project.

Members noted that amendments to the 'Cities and Local Government Devolution Bill' would establish TfN as a statutory body by March 2017. The Autumn Statement confirmed that TfN would receive £50 million over five years to develop the organisation and build an investment programme.

TfN consists of 9 interdependent workstreams, covering specific modes and areas of activity. The SCR has representation on all of the workstreams, ensuring that the SCR's interests are communicated to inform the development of each workstream output.

The SCR position/ask for each workstream was outlined in the paper for Members' information.

RESOLVED – That Combined Authority Members:-

- i) Noted the progress being made on TfN; and
- ii) Noted the aspiration of the Sheffield City Region for each workstream.

## 24 SUMMARY REPORT - INFRASTRUCTURE EXECUTIVE BOARD

The Summary report from the SCR Infrastructure Executive Board was received.

The resolutions made by the Board were duly noted and agreed by the CA.

CHAIR

## **SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY**

**4 JANUARY 2016**

**PRESENT:** Councillor J Andrews BEM (Chair)  
Councillor A Atkin (Vice-Chair)  
Councillors: S Ayris, A Buckley, A Cave, G Furniss, P Haith,  
R Munn, C Ransome, S M Richards and J Satur

CFO J Courtney, DCFO J Roberts, ACFO M Blunden,  
B Sandy, M Wright and M Topham (South Yorkshire Fire &  
Rescue Service)

A Frosdick, J Bell, F Foster, D Terris and R Winter,  
M McCarthy, L Noble and M McCoole (Barnsley MBC)

An apology for absence was received from  
Councillor E Hughes

**1 APOLOGIES**

An apology for absence was noted as above.

**2 ANNOUNCEMENTS**

None.

**3 URGENT ITEMS**

None.

**4 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS**

**RESOLVED – That the following agenda items be considered in the absence of the public and press:-**

Item 17 'Proposals for Change – Fire Control'.

Item 18 'Employment Tribunal Outcome'.

**5 DECLARATIONS OF INTEREST BY INDIVIDUAL MEMBERS IN RELATION TO ANY ITEM OF BUSINESS ON THE AGENDA**

None.

**6 REPORTS BY MEMBERS**

Councillor Haith wished to convey the Authority's thanks to the firefighters involved in the recent flood actions throughout the country.

Councillor Atkin had recently attended the opening of the Dementia Café at Adwick Fire Station. Councillor Atkin wished to thank all of the volunteers involved in the project, and he looked forward to this being rolled out into community rooms across the County.

Councillor Buckley had attended the Excellence in Fire and Emergency Awards on 4 December in London. A total of 150 brigades had entered the competition, and the Service had been one of five brigades to reach the finals for its Stronger Safer Communities Reserve Fund. Councillor Buckley hoped that the scheme would continue and it would be entered into the competition next year.

**7**     RECEIPT OF PETITIONS

None.

**8**     TO RECEIVE ANY QUESTIONS OR COMMUNICATIONS FROM THE PUBLIC

M McCarthy referred to various correspondence received, which had been shared and acknowledged by Members.

**9**     MINUTES OF THE AUTHORITY MEETING HELD ON 30 NOVEMBER 2015

Councillor Ayris queried whether any progress had been made with Systel, the computer system provider for emergency and non-emergency telephone calls.

DCFO Roberts commented that the final development had been delivered before Christmas and would be updated onto the system this week, which was hoped to provide a significant improvement.

RESOLVED – That the minutes of the Authority meeting held on 30 November 2015 be agreed and signed by the Chair as a correct record.

**10**    MINUTES AND RECOMMENDATIONS FROM THE SPECIAL AUDIT COMMITTEE HELD ON 14 DECEMBER 2015

Councillor Richards, Chair of the Audit Committee, gave thanks to Members, Independent Members and R Winter for attending the Audit Committee meeting on 14 December, where Members had agreed all 19 recommendations.

Councillor Richards referred to communication received since the meeting from an Independent Member, who had requested to decline or to not be part of Recommendation 18, and also that Councillor Ayris had suggested an amendment to one of the recommendations; Members were provided with a copy of the suggested amendment.

A Frosdick informed Members that the Authority did not have the capacity to amend the minutes of another committee, and that any comments on the suggested amendment would need to be raised as a motion within the Standing Orders at the next Audit Committee meeting. A Frosdick commented that if the subject matter was to be debated, then 7 days' notice would be required prior to the meeting to be considered at the next Authority meeting.

Councillor Andrews thanked the Audit Committee for their work and for the lessons to be learned from it. In response to the recommendations, Councillor Andrews made the following statement:-

*'The reasons the overtime payments were paid was to ensure proper cover of the Service by senior managers during the duration of the dispute. This was to ensure protection of the public and proper oversight of the contingency arrangements. I believed that a previous precedent had been set and that delegated authority was in place for myself and for the CFO to agree this. It was also following advice from the CFO on what levels of cover were required to fulfil the public protection responsibilities we have. People have asked me why this was not reported to Members at the time. As I explained I believed delegated authority was in place and I assumed these actions would be appropriately reported. Clearly, with hindsight this was not done and should have been and Members given the opportunity to consider them. There are clearly lessons for us to learn. I regret and I am sorry that this process did not happen as it should and obviously for the uncertainty and damage to confidence that has resulted. I am pleased to have this opportunity to explain things more fully and I welcome the decision of the CFO to reimburse the Service, albeit nothing unlawful took place, as the investigation has shown.*

*The most important thing now is for the Service and the Committee to implement the Audit Committee's recommendations and for us, together, to rebuild trust and confidence that may have been lost. It is my intention to ensure this work is implemented over the weeks and months ahead, and I look forward to us working on this together'.*

Councillor Richards commented that the Audit Committee would oversee the implementation of the recommendations and that any issues would be reported by exception to the Authority, to ensure that Members were clear that the Audit Committee undertook its responsibilities seriously and to ensure that the recommendations were fully implemented.

Councillor Atkin accepted all 19 recommendations and this was seconded by Councillor Furniss.

**RESOLVED** – That Members noted that the Audit Committee would monitor the recommendations to completion.

## 11 2016/17 DRAFT BUDGET

A report of the Clerk, Treasurer and Chief Fire Officer and Chief Executive was presented which set out the implications of the provisional finance settlement together with the latest draft budget for 2016/17.

On 17 December 2015 the provisional settlement had been announced, and the current indications were that the Authority would lose almost £1.7m in settlement funding in 2016/17 when compared to 2015/16. This figure showed a favourable variance of almost £0.4m when compared to the forecast reported in November 2015.

The Government had announced that the Council Tax referendum limit would remain at 2% for 2016/17, and had confirmed that it was not offering a council tax freeze grant in 2016/17. Members noted that it was hoped the final settlements would be received in the upcoming weeks, and that a report seeking final approval would be brought to the February 2016 Authority meeting.

Councillor Richards commented that other fire authorities installed cold alarms, and she queried whether there was provision for this in the budget.

ACFO Blunden commented that SYFR endeavoured to work in collaboration with the four metropolitan boroughs to deliver Winter Warm Packs to the most vulnerable which included the provision of blankets and heating machine top up cards together with the referral onto partner agencies for loft and cavity installation etc.

Councillor Richards requested further information on the work of the four metropolitan boroughs on the Winter Warm Packs.

M Topham referred to the proposals presented to the Authority in the Autumn to work in collaboration with Humberside Fire and Rescue on HR and occupational health matters. Internal consultation exercises had now been completed at each Service and the outcomes were being considered with a view to reporting back to a future Authority meeting. Consideration was being given to whether there was scope for occupational health to be outsourced, whether it should be a joint service, or for both organisations to maintain standalone occupational health units.

Councillor Andrews suggested that the Authority write to the Treasury to establish whether SYFR could be classed as a social care authority which brings with it some financial advantages.

**RESOLVED – That Members:-**

- i) Agreed that the Authority write to the Treasury to establish whether SYFR could be classed as a social care authority.
- ii) Received the report and considered the issues raised.
- iii) That Councillor Richards be provided with further information on Winter Warm Packs.

**12 FRA BUSINESS PLAN - PERFORMANCE MEASURES: JULY 2015 - DECEMBER 2015**

A report of the Clerk to the Fire and Rescue Authority was presented to provide Members with the seventh update on the progress against the agreed FRA Business Plan Performance Measures for July 2015 – December 2015, and to invite comments on the content and reporting format.



Members noted that the performance measures remained the same, with the exception of performance measure 1.5 'Establishment of the Stronger Safer Communities Reserve'.

A Frosdick informed Members that the Business Plan could be amended if appropriate, to incorporate additional information.

Members agreed that pre-meeting rooms could be made available for each political party if required.

**RESOLVED – That Members:-**

- i) Noted the six-monthly update.
- ii) Provided feedback on the reporting format.

**13 METROPOLITAN FIRE AND RESCUE SERVICES BENCHMARKING REPORT - 2014/15**

A report of the Chief Fire Officer and Chief Executive was submitted to provide Members with an Annual Benchmarking Report that compared South Yorkshire Fire and Rescue (SYFR) to its peers. The report benchmarked against demographic information and current performance measures, as well as providing resourcing comparisons.

Members noted that SYFR was one of the larger geographical areas to be covered. SYFR covered a very similar sized area to London Fire Brigade, although SYFR covered this area with only 40 appliances which was 303 fewer.

Councillor Richards referred to the high proportion of BME and female firefighters in the London Fire Brigade, and she suggested that SYFR should endeavour to recruit a higher proportion of BME and female firefighters, perhaps using the Fire Cadets Scheme. Councillor Richards queried how SYFR compared in relation to response times with other counties who had a similar geographical make-up.

DCFO Roberts commented that SYFR was laying the foundations for the recruitment of BME and female firefighters. SYFR was ranked 16th out of the 45 Fire and Rescue Services which recorded average times. Members noted that Nottinghamshire Fire and Rescue provided a good benchmark for SYFR in relation to population and the geographical area. DCFO Roberts referred to the additional work to be undertaken with fire cadets on the youth engagement and the Star Children's Trust, to be discussed in further detail.

Councillor Furniss commented that it was inappropriate for SYFR to be compared to the London Fire Brigade due to its size and population. Councillor Furniss suggested that the recruitment of BME and female firefighters be discussed further at the Corporate Planning Workshop on 12 January.

**RESOLVED – That Members noted the contents of the report.**

**14 INDEPENDENT CULTURAL REVIEW**

**RESOLVED – That the report was withdrawn and a further report would be presented to the Authority in due course.**

**15 CORPORATE PERFORMANCE REPORT - QUARTER TWO - 2015/16**

A report of the Chief Fire Officer and Chief Executive and Clerk and Treasurer was submitted to provide Members with details of the corporate performance for quarter two of 2015/16, and to set out the current position for South Yorkshire Fire and Rescue's (SYFR's) suite of Local Performance Indicators (LPis).

Members noted that the performance report had been examined in detail at the Scrutiny Board meeting in November 2015; the Scrutiny Board now undertook a more themed approach to scrutiny and looked holistically at an area of service or a function.

Councillor Richards referred to the increase in deliberate fires across the whole of the Barnsley District, and said she was pleased that the issue was being addressed through the joint working with South Yorkshire Police and other partners.

Councillor Haith referred to Local Performance Indicator (LPI) 3.17 with a total of 33.33% of officers that had currently completed the Officer's Safety Critical Course at the end of quarter two, and queried when the 100% target would be reached. Councillor Haith also referred to Priority 2 – Operations LPis which had incurred an increased time in attending dwelling fires. Councillor Haith queried whether the opening of the two new Sheffield Fire Stations would provide a reduction in attendance times.

DCFO Roberts commented that the Officer's Safety Critical Course was currently being reviewed to establish whether the course would continue in its current format or whether it would be tailored to senior management level and above. DCFO Roberts reported that, since the introduction of the Fire and Rescue Services Act in 2004, there had been no national standard for response times. Members noted that some improvement, although not a dramatic improvement, in response times was anticipated from the opening of the two new fire stations in Sheffield.

Councillor Buckley gave thanks to the Service for the revised presentation style of the performance report that had been requested by the Scrutiny Board. Members were requested to provide any additional comments on format and presentation to Councillor Buckley or ACFO Blunden.

**RESOLVED – That Members:-**

- i) Noted the contents of the report.**
- ii) Scrutinised and commented on the information presented in the report.**
- iii) Agreed to provide any presentation style comments on the performance report onto Councillor Buckley or ACFO Blunden.**

**16 MALTBY UPDATE**

A report of the Chief Fire Officer and Chief Executive was presented to update Members on the co-location of South Yorkshire Police and Fire and Rescue Services at Maltby Police Station.

Members noted that, if the proposed design and budget for the project were approved by both SYFR and South Yorkshire Police (SYP), then work would commence on site at Maltby Police Station in March 2016, with the aim for completion in September 2016, at which point the existing fire station at Maltby would become surplus to requirements.

M Wright commented that the co-location would provide improved response times to the areas around the East of Rotherham, Dinnington and Thurgroft, with associated benefits, and an improved working relationship with SYP. It was anticipated that there would be an increase in joint community engagement and safety work which would build upon the work undertaken at the Lifewise Centre and provide joint savings for the two services. The 'Scope Procure, Minor Works Framework' had been used to appoint Kier as the project management consultant, and would be a 'maximum works value contract' as adopted for Birley and Parkway. Kier would agree a price with RLB who would act as the Authority's quantity surveyor, and any cost overrun or savings would be funded or retained by Kier. Funding of £640,000 would be provided by SYFR and SYP would make a £8,000 minimum contribution towards facilitating the co-location and building access system.

M Wright had hosted a meeting in November 2015 with Yorkshire Ambulance Service's (YAS) and SYP's procurement ICT and property with a view to collaboration across all three services to provide for a standard approach.

**RESOLVED – That Members:-**

- i) Approved the proposals for the implementation of the project and to receive verbal updates at subsequent meetings.
- ii) Authorised the Head of Asset Management to dispose of Maltby Fire Station and to report back with offers received in due course.

**17 EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act and the public interest not to disclose information outweighs the public interest in disclosing it.**

**18 PROPOSALS FOR CHANGE - FIRE CONTROL**

A report of the Deputy Chief Fire Officer and Director of Service Development was submitted in relation to the proposals for change – fire control.

**RESOLVED – That a majority Member decision was reached to approve the proposals contained within the 'Control Review – Proposals for Change' document.**

**19 EMPLOYMENT TRIBUNAL OUTCOME**

**A report of the Clerk to the Authority was presented to update Members on the outcome of legal proceedings in connection with the Employment Rights Act 1996 claims in connection with Close Proximity Crewing.**

**RESOLVED – That Members:-**

- i) Noted the contents of the report.**
- ii) Authorised the Monitoring Officer to lodge an Appeal against the Employment Tribunal Judgment if deemed necessary.**

**CHAIR**

# SECTION 41 MEMBER BRIEFING



FEBRUARY 2016

Please find below information from your  
Section 41 Member representative on South  
Yorkshire Fire and Rescue Authority  
Cllr Pat Haith



## Age UK Barnsley's New Community Fire Safety Project

Age UK Barnsley, in partnership with Age UK Rotherham, has been granted funding by the South Yorkshire Fire Stronger Safer Communities Reserve Fund to deliver a new fire safety project in Barnsley. The aim of the project is to reduce the risk of fire in the home and the impact of home fires faced by older people especially (but not exclusively) those in some of the most vulnerable, harder to reach and higher risk categories (ie over 80, isolated and with little or no support). The project will carry out fire safety checks in older peoples' homes and raise awareness of fire risks and how to keep safe.

As part of the project Age UK Barnsley are looking for volunteers for two new roles - Community Fire Safety Champions and Fire Safety Assessors. Training will be provided to carry out the role. The Fire Safety Assessors will be trained to carry out home fire safety checks. Once the Fire Safety Champions have completed their training, the aim is for them to go back into their local community and feedback this training to people through short talks, presentations etc.

These Champions will help us to reach older people across Barnsley and pass on their knowledge about fire risks and their preventions. They will also distribute fire safety information and help to identify individual older people who need a Fire Safety Check,

Fire Safety Project Development Officer Karen Dyson said: "We are looking for people who are well-organised, reliable, punctual, trustworthy and flexible and willing to work with other volunteers, staff and community groups. If you think you fit the bill then we would love to hear from you."

Chief Executive Officer Pauline Kimantas said "We are proud to be working with the South Yorkshire Fire Service on this project to keep older people safe."

For more details or to register your interest please call: Karen Dyson (01226) 776820 or email [k.dyson@ageukbarnsley.org.uk](mailto:k.dyson@ageukbarnsley.org.uk)



## **Did you know you can watch all Authority meetings LIVE?**

All Fire Authority meetings are open to the public and are broadcast live on the internet. Visit [www.southyorks.gov.uk](http://www.southyorks.gov.uk). You can also view previous meetings.

Whilst viewing the meeting you can contribute comments and debate proceedings with other viewers via CoverItLive or Twitter.

## **Follow the South Yorkshire Fire and Rescue Authority on Twitter**

@syFireAuth





**A SOUTH YORKSHIRE  
FIRE AND RESCUE  
GRANT IS SET TO HELP  
TO KEEP DEAF PEOPLE  
SAFE**

*Photo —l-r Cllr Cynthia Ransome , Cllr Alan Atkin, Cllr Roy Munn , at the front holding cheque : Di Fox and Sarah Broadbent.*

Deaf people living in South Yorkshire can sleep safely thanks to a grant from South Yorkshire Fire and Rescue (SYFR) for specialist equipment.

Doncaster Deaf Trust, who applied for the grant, received over £11,000 which was then match-funded to provide Bellman flash receiver smoke alarm systems in Deaf residents' homes.

The system, which includes a smoke alarm head, flashing light and vibrating pillow pad, is activated when a smoke alarm is triggered.

John Weston, fundraiser at Doncaster Deaf Trust, said: *"We are delighted that South Yorkshire Fire and Rescue have been able to provide this grant which will help to keep deaf people safer at home. The project will benefit at least 60 vulnerable people in our region and is part of the Trust's plans to set up a project to improve community safety for deaf people".*

The grant, from the Stronger, Safer Communities Reserve Fund is a welcome boost to deaf people and further strengthens South Yorkshire Fire and Rescue's relationship with Doncaster Deaf Trust.

SYFR will be visiting the Trust to talk to pupils and students to educate them on the dangers of fire and the ways to prevent fire.

Steve Helps, SYFR Area Manager for Prevention and Protection said: *"This project will strengthen our existing partnership work with the hearing impaired community and enable us to reach even more vulnerable residents to keep them safe at home".*

The project will start in January 2016 when homes will be identified and installation of the systems will begin.

For further information regarding Doncaster Deaf Trust please visit [www.deaf-trust.co.uk](http://www.deaf-trust.co.uk)

**Successful start for South Yorkshire's first Emergency First Responder scheme**

Firefighters at Stocksbridge station have responded to more than 50 medical emergencies, two months after the launch of South Yorkshire's first Emergency First Responder (EFR) scheme.



The scheme is a joint initiative between South Yorkshire Fire & Rescue (SYFR) and Yorkshire Ambulance Service NHS Trust (YAS) which sees firefighters called out to certain life-threatening incidents at the same time as an ambulance.

Medical emergencies attended since the scheme went live on 1 November 2015 include several cardiac arrests and incidents stating chest pains and breathing difficulties. At other incidents, firefighters have provided support and made the patient comfortable until the ambulance service arrived on scene.

Training for firefighters taking part in the pilot included basic life support, cardiopulmonary resuscitation (CPR) and oxygen therapy. They are equipped with a kit which includes oxygen and an automated external defibrillator to help patients in a medical emergency such as a heart attack, collapse or breathing difficulties.

An EFR is despatched at the same time as an ambulance and does not replace the usual emergency medical response from YAS. However, their location within the local community could mean they are nearer to the scene in those first critical minutes of a medical emergency, delivering life-saving care until an ambulance arrives.

They also support and complement other volunteer community first responder schemes within South Yorkshire, ensuring the level of medical provision to local communities is supplemented.

Emergency First Responders are only available for dispatch when staffing levels at their fire station allow and the scheme does not impact fire cover.

On-call firefighters at Rossington and Dearne fire stations have become the latest in South Yorkshire to attend EFR calls.

Head of Emergency Response at SYFR Phil Shillito said:  
 "Two months after this scheme went live, our firefighters are already showing the incredible value they can add to their communities and the role we can play as a fire service in enhancing the work of our emergency service partners and volunteer community first responders.

*"Our role as a fire service will always be to protect our communities and reach and save those who are in danger as quickly as possible. So I think it's only natural for us to look for other ways to extend our skills and support the work of other local bodies, like the ambulance service."*

YAS Head of Community Resilience Paul Stevens said:  
*"The demand placed upon blue light emergency services increases every year and our approaches to providing the best response and best patient outcomes are continually evolving. This is an innovative and alternative way of working with our partners which will lead to more lives being saved."*

#### **'FAKES CAUSE FIRES'**

Funded in Round 1 of the SSCR, this project by Doncaster Council aims to raise awareness of the dangers of fake products including hair straighteners, phone and e-cigarette chargers and counterfeit and foreign cigarettes.

Click the links to watch the videos produced as part of the project, and please circulate to spread the word. The video about the cheap chargers is especially useful for young people.

<https://www.youtube.com/watch?v=H6Y4VjUFRBk>

<https://www.youtube.com/watch?v=r0vMEW7xj4o>

#### **STRONGER SAFER COMMUNITIES RESERVE**



#### **National museum's safety displays showcased at official unweiling of fire service funded revamp**

*Photo l-r: Matt Wakefield, Head of Museums & Collections, National Emergency Services Museum, Cllr Cynthia Ransome, ACFO Martin Blunden, Cllr Sioned Mair Richards, Cllr Pat Haith, Cllr Roy Munn.*

The nation's premier museum celebrating the work of the emergency services will deliver interactive safety information to thousands of visitors thanks to a fire service funded facilities overhaul.

The National Emergency Services museum has launched its new fire and road safety educational facilities with museum goes now benefiting from updated fire safety messages delivered by new computer and audio equipment.

The unweiling was attended by representatives from all the emergency services along with members of the South Yorkshire Fire Authority.

The museum gained national status in January 2014 and is embarking on a major re-development.

The National Emergency Services Museum in Sheffield was awarded nearly £20,000 to help upgrade its educational display, under the South Yorkshire Fire & Rescue Authority's funding scheme, the Stronger Safer Communities Reserve.

Chair of the Fire Authority, Cllr Jim Andrews said: "The museum has undergone a fantastic refurbishment and upgrade of its educational displays which reflect the most up to date and relevant safety information, which will ultimately help to reduce deaths and injuries from fires and on the roads."

Matt Wakefield at the National Emergency Services Museum, said: "It's great to receive support of this nature as it allows the museum to grow, develop and continue to promote life safety through hands-on learning with history."

### Firefighter recruits pass out in style

South Yorkshire Fire & Rescue's latest group of new recruits has successfully graduated following 13 weeks of intensive training.



The group of eight firefighters have completed their training at the Training and Development Centre (TDC) in Handsworth and will now join the fire crews at their respective stations at Parkway and Rotherham.

The passing out parade at TDC was attended by their family and friends along with local dignitaries.

During the parade, the newly qualified firefighters showcased their skills and techniques by rescuing casualties from a mock road traffic collision, before being presented with their certificates.

The much anticipated award for Top Trainee went to Firefighter Kim Wilkinson who was presented with the silver axe.

Head of Emergency Response Phil Shillito said: *"The recruits have gone through rigorous training to incorporate the demands of the modern firefighter role as we continue to provide the best possible 999 service to the public. They have worked really hard and their achievements today are well deserved."*

*"The financial pressures the fire and rescue service faces are both well documented and unprecedented. But by recruiting these individuals we have also shown that despite the challenges we face we remain committed to supporting our future."*

*"We wish them all the best for their future career."*

#### **Photo Caption**

Instructors (Back row – Left to right): Graham Pagett, Steve Plant, Gary Devonport, Steve Jeffries, Pete Wood, Paul Buttery



**Top Trainee—  
Kim Wilkinson**

### Keeping Warm this Winter

At a recent Fire and Rescue Authority meeting, I was asked a question about Winter Warmth provisions, and thought it would be useful to share with you what Doncaster MBC provides in terms of **Winter Warmth Packs**.

The packs come for male and female service users, they contain: a blanket, bed socks, soup, hot water bottle and thermal hand warming pack, and a thermal safety mug to keep drinks hot.

As an example here are a couple of issues that the Fire and Rescue Service and Doncaster MBC have recently been involved in:

A lady referred from Rotherham Social prescribing service. The lady is elderly, lives alone and has issues with hoarding in her home. Her boiler is old and keeps breaking down and she had history of non-engagement with services. She was visited by SYFR before Christmas but wouldn't let them in as stated she was "... up to her eyes in it" and that she needed to tidy up. The Fire and Rescue Service managed to get her to agree to let them go back to complete a Safe and Well check. She told staff that a gas engineer was coming to look at her boiler but was worried about it as it's old. The Service explained a bit about their role and managed to gain her consent to refer for a Wellbeing visit and a referral to DMBC Energy team as they could possibly help her to have a new boiler installed, she agreed to this for the New Year. She was issued with a warm pack for which she was most grateful.

A visit was also carried out in Doncaster late last year by SY Fire and Rescue. They identified the house as being excessively cold and the occupier having some learning difficulties. The Service re-visited the lady who was known to the Wellbeing team at Doncaster MBC. Her fire had been condemned, no central heating, cooker was faulty and fridge door seal had gone. We issued a warm pack to her and linked in with the assigned officer. He was trying to source her a replacement cooker and fridge and subsequent referrals to the energy team have led to her being accepted for funding for a new boiler and central heating system.



**Parkway fire station officially opened**

*Clive Betts MP and Joe Bowers open Parkway fire station in front of school pupils*

A brave South Yorkshire teenager has helped to officially open a new multi-million pound fire station in Sheffield.

Joe Bowers, who suffered life changing burns as a baby following a house fire, joined Sheffield South East MP Clive Betts in formally unveiling the new Parkway fire station.

The £4 million facility improves South Yorkshire Fire & Rescue's service to Sheffield's major industrial sites, new housing developments in the area and road traffic collisions on Sheffield Parkway.

It houses a full time fire engine and an aerial appliance and also features a community room with audio visual facilities, for use by local residents for meetings and events. The station started receiving its first 999 calls in July 2015.



Red watch firefighters performed a breathing apparatus demonstration in front guests, who included teachers and pupils from nearby Pipworth Community Primary School. Other invitees included Chief Constable of South Yorkshire Police David Crompton, members of South Yorkshire Fire & Rescue Authority and staff from contractors BAM Construction Ltd.

Speaking at the event Chief Fire Officer James Courtney, said: "The financial pressures the fire and rescue service faces are both well documented and unprecedented. But this fantastic new facility is the best possible physical reminder of the fact that despite the challenges we face we remain absolutely committed to supporting our future.

"The site was carefully chosen to improve our emergency response service to the city's major industrial sites as well as new housing developments nearby and incidents on Sheffield Parkway. But this project has also been about providing our firefighters with a workplace which is befitting of their skills and the vital role they play in our communities."

Joe Bowers was rescued from a house fire in 2001 when he was just 18 months old and suffered life changing burns and spent months recovering in hospital. Overcoming everything from facial reconstruction to muscle transplants with admirable strength and incredible determination, he was last year awarded Youth of Courage at the Spirit of Fire Awards in London.



**Red watch firefighters with children from Pipworth Community Primary School at the official opening**

# **SOUTH YORKSHIRE PENSIONS AUTHORITY**

**14 JANUARY 2016**

**PRESENT:** Councillor S Ellis (Chair)  
Councillor R Wraith (Vice-Chair)  
Councillors: E Butler, B Lodge, K Rodgers, A Sangar,  
M Stowe, J Wood and K Wyatt

Trade Unions: N Doolan (Unison), G Warwick (GMB) and  
F Tyas (UCATT)

Officers: J Hattersley (Fund Director),  
G Chapman (Head of Pensions Administration), and  
I Baker (Pensions Manager) SYPA

A Frosdick (Monitoring Officer), F Foster (Treasurer),  
M McCarthy (Deputy Clerk), J Bell (Director of Human  
Resources, Performance and Communications) and  
M McCoole (Senior Democratic Services Officer) BMBC

Apologies for absence were received from  
Councillor H Mirfin-Boukouris, Councillor J Scott,  
Councillor B Webster, R Askwith and B Clarkson

**1 APOLOGIES**

Apologies for absence were noted as above.

**2 ANNOUNCEMENTS**

None.

**3 URGENT ITEMS**

None.

**4 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS**

**RESOLVED** – That agenda item 11 entitled ‘Government Consultation on LGPS Pooling’ be considered in the absence of the public and press.

**5 DECLARATIONS OF INTEREST**

None.

6 MINUTES OF THE AUTHORITY MEETING HELD ON 3 DECEMBER 2015

Councillor Ellis informed Members that the Authority had provided a response to the petition received from the Sheffield Climate Alliance.

RESOLVED – That the minutes of the Authority meeting held on 3 December 2015 be signed by the Chair as a correct record.

7 MINUTES OF THE EXTRAORDINARY MEETING OF THE AUTHORITY HELD ON 10 DECEMBER 2015

RESOLVED – That the minutes of the Extraordinary Meeting of the Authority held on 10 December 2015 be signed by the Chair as a correct record.

8 WORK PROGRAMME

Members were presented with a copy of the cycle of future meetings work programme to 9 June 2016.

RESOLVED – That Members noted the contents of the report.

9 SECTION 41 FEEDBACK FROM DISTRICT COUNCILS

Councillor Lodge referred to a number of concerns he had raised with a Sheffield CC Cabinet Member in relation to the performance on returns etc.; it was hoped that there would be an improvement in the reporting and processing of figures.

Councillor Rodgers commented that Doncaster MBC had now received the settlement from the Government. Councillor Rodgers added that the Authority and its organisation had been favourably mentioned in the Draft Budget.

Councillor Ellis reported that Rotherham MBC appreciated the ongoing meetings in relation to the investment pooling consultation and actuarial valuation.

10 CIVICA PRESENTATION

The Authority was provided with a presentation by I Taylor and A Smith from CIVICA, on the implementation review of the UPM system.

Councillor Ellis commented that the Authority had recently entered into its second year of a five year contract with CIVICA. Members noted how badly the implementation of the UPM system had affected the Authority's reputation, which took pride in providing a high level of service to its members. UPM had failed to deliver the agreements made within the contract, which had resulted in the Authority's standards having to be dropped and a total cost of £50,000 in overtime payments; staff morale had been affected and sickness levels had risen.

Members expressed disappointment in the system which had affected the Authority's overall performance and Risk Register, and Members requested that a more senior representative from CIVICA attend the next Authority meeting, to provide an overarching view on the overall cost incurred to the Authority.

G Chapman referred to the tight timescale agreed by the User Group to provide CIVICA with an opportunity for improvements to be met; it was important that the Authority did not find itself in a similar position to last year. The Authority had previously requested CIVICA to dramatically improve timescales, although no evidence had been seen. As part of the User Group, the Authority was testing the valuation software together with keeping a close check on matters.

I Taylor, on behalf of CIVICA, sincerely apologised for the problems encountered with the system. A number of internal changes had been made at CIVICA to provide a more transparent development process and to include regular communication with users to provide updates and to address issues. A road map had been created to improve performance to increase automation and to improve both the reporting and website aspects of the product. The Authority and other users had signed up to an action plan which included delivered by dates to rectify problems. In February, work would be released for testing on the changes to the annual returns to improve the year end process which was due for sign off in March. CIVICA was addressing the problems raised with the system, and officers would be available to resolve any further issues with the system. CIVICA's priority was to improve the experience, confidence and working relationship with every local authority customer.

**RESOLVED – That Members:-**

- i) Noted the presentation.
- ii) Agreed to keep a close check on matters.
- iii) Requested that the Managing Director of the CIVICA Pensions Unit be invited to the next meeting.

## **11 ACTUARIAL VALUATION 2016: UPDATE**

Members were provided with an update on the Actuarial Valuation 2016.

G Chapman referred to the software testing underway which due to performance issues could only be run on a small number of employers. The year-end template had been revised and would be despatched to employers today along with an amended guidance note. Letters had been sent to those employers identified for not returning their annual returns in time previously to establish whether assistance was required in order for them to provide data by 31 May 2016. This is essential in order to enable the Authority to produce the valuation and annual statements by 31 August 2016 and satisfy the Pensions Regulators deadlines. The employers would be chased and financial penalties would be imposed.

Members noted that the overtime for the backlog had ceased on 31 December 2015, and that overtime had now commenced to address data issues resulting from the migration to UPM until 31 March 2016.

**RESOLVED – That Members noted the update.**

12 BOARD CHAIRS' REPORTS

Councillor Ellis commented that she had now received J Hattersley's formal notification of retirement; it was hoped that recruitment would recommence in February, at which point the pooling arrangements should have become clearer. Members noted that the outstanding job evaluations had now been completed.

Councillor Wraith thanked J Hattersley, on behalf of Members, for his understanding and flexibility over the recruitment of his successor.

13 REVENUE ESTIMATES 2016/17

A report of the Treasurer was submitted to request Members to formally confirm the draft budget proposals considered by the Authority on 3 December 2015. The key elements of the proposals had subsequently been the subject of consultations with various interested parties, and no changes had been suggested.

Councillor Ellis referred to a previous request from Members for the accommodation costs to be reviewed, and she requested that this be provided to the Authority in due course.

F Foster commented that the accommodation costs would be provided within the Service Level Agreement, to be presented to the Authority in due course.

RESOLVED – That the Authority formally confirmed the budget proposals and approved the budget of £6,286,800 for 2016/17.

14 PENSIONS ADMINISTRATION STRATEGY

A report of the Head of Pensions Administration was presented to introduce the first draft of the Pensions Administration Strategy document.

Members noted that the LGPS regulations provided the framework to allow Administering Authorities that so wished to prepare and maintain a Pensions Administration Strategy which was considered best practice to do so. In 2008, the option to create an administration strategy was first introduced and the Authority already had in place Service Level Agreements with all of its employers so there was no immediate requirement to develop a strategy at that time. For a number of reasons this position has now changed and the time is now right to introduce the Administration Strategy which will replace the Service Level Agreements.

G Chapman commented that the first draft of the Pensions Administration Strategy document was currently out for consultation with employers, staff and now with Members with the aim for implementation on 1 April 2016.

Councillor Rodgers suggested that the wording of the Town and Parish Councils section should be revised, as the majority of which did not have such a level of administration.

Councillor Ellis gave thanks for the comprehensive piece of work.

**RESOLVED – That Members:-**

- i) Considered the content and style of the document.
- ii) Made suggestions for additions/amendments.
- iii) Commented on the proposal for financial penalties for non-compliance both in relation to the type and the amount.
- iv) Agreed that the wording be revised for the Town and Parish Councils.

**15 UNITED NATIONS CLIMATE CHANGE CONFERENCE 2015**

A report of the Fund Director was presented to draw Members' attention to the negotiation of an agreement on climate change at the United Nations Climate Change Conference held in Paris from 30 November to 12 December 2015. The conference was the 21st yearly session of the Conference of the Parties (COP) to the 1992 United Nations Framework Convention on Climate Change and the 11th session of the Meeting of the Parties to the 1997 Kyoto Protocol.

J Hattersley referred to the published Agreement which was a consensus of the 195 parties who had attended the conference, and would become legally binding if at least 55 countries joined, which would represent at least 55% of global greenhouse emissions. Members noted that a further report would be presented to the Authority once the situation became clearer.

Councillor Sangar requested that the further report should be accompanied by the carbon audit report: The latter will be presented to the next Investment Board meeting.

**RESOLVED – That Members:-**

- i) Noted the report.
- ii) Agreed that a further report be presented to the Authority together with the carbon audit report.

**16 TRADE UNION BILL 2015-16**

A report of the Fund Director was submitted to make Members aware that the Government had introduced the Trade Union Bill 2015-16 in the House of Commons on 15 July 2015. It had had its second reading in the House of Lords on 11 January 2016. Trades unions had indicated that they would organise campaigns to oppose the Bill during February 2016.

**RESOLVED – That Members noted the report.**

**17 ANNUAL FUND MEETING**

A report of the Communications Manager was presented to report on the Annual Fund Meeting held on 22 October 2015 at Doncaster Racecourse.

It was noted that 5 Councillors had been in attendance, together with:-

- 50 Pensioners
- 8 Contributors
- 7 Deferred members

Members noted that pre-submitted questions and responses had been built into the presentations given by the Fund Director and the Head of Pensions Administration, and an open forum had been held at the conclusion of the meeting.

RESOLVED – That Members noted the contents of the report.

18 COMPLIANCE WITH THE PRINCIPLES FOR INVESTMENT GOVERNANCE: SELF-ASSESSMENT

A report of the Clerk was submitted to update Members on the CIPFA Code of Practice on public sector pensions finance knowledge and skills and the requirements for the self-assessment against the Principles for Investment Governance (formerly Myners' Principles).

In October 2011 Members had adopted a system of self-assessment and had agreed to use a template to gauge compliance. Upon Members' confirmation to the self-assessment process, assessment forms would be despatched to Members, to be completed and returned before the end of March 2016.

RESOLVED – That:-

- i) The Authority noted the contents of the report.
- ii) Members confirmed their commitment to the self-assessment process until the new Regulations for the Scheme come in to place and to review and update the process at this time.
- iii) Members agreed to any development needs arising from the results.

19 PIRC PRESENTATION

The Authority received a presentation from J Hayward and A MacDougall of PIRC.

PIRC were the Authority's voting service contractor and provided research on governance, environmental and social issues as well as proxy execution services.

A MacDougall referred to the Government's proposal for a living wage, and the work currently being undertaken by PIRC. A MacDougall also touched upon the research work PIRC were conducting on behalf of the Local Authority Pension Fund Forum.

Councillor Ellis gave thanks for an interesting and informative presentation.

RESOLVED – That Members noted the contents of the presentation.



20 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act and the public interest not to disclose information outweighs the public interest in disclosing it.

21 GOVERNMENT CONSULTATION ON LGPS POOLING

J Hattersley provided Members with a verbal update on the Government Consultation on LGPS Pooling.

Members noted that the Investment Board had given approval for the Fund Director to explore the research being undertaken by Hymans Robertson, and had given approval for the Board to enter into this providing the costing was circa £10,000.

Members considered the various pooling options open to the Authority in the light of the information currently available. It was noted that a number of details remained outstanding from Government; in particular, it was not clear how Government hoped that the LGPS would access investment in infrastructure. After a full discussion a preferred "pooling" partner was agreed.

RESOLVED – That Members:-

- i) Noted the verbal report.
- ii) Agreed that the Authority would announce its' agreed pooling preference, subject to the agreement of the South Yorkshire Passenger Transport Pension Fund Committee, in due course.
- iii) Agreed that a special Authority meeting be held to address the response to be provided to the CLG by 18 February 2016.

CHAIR

