To: All Members of the West Yorkshire Joint Services Committee

Dear Member

WEST YORKSHIRE JOINT SERVICES COMMITTEE

I am pleased to enclose for your information a copy of the minutes of the meeting of the Joint Services Committee held on 30 January 2014.

Yours sincerely

Susan Betteridge

Business Manager Joint Services
WEST YORKSHIRE JOINT SERVICES COMMITTEE
THURSDAY 30 JANUARY 2014

PRESENT:
Bradford
Councillor S Khan
Councillor V Slater

Calderdale
Councillor J Booth
Councillor C Winterburn

Kirklees
Councillor A Pinnock

Leeds
Councillor P Grahame
Councillor P Harrand
Councillor B Urry

Wakefield
Councillor T Dean
Councillor J Drysdale
Councillor R Lund

50. APOLOGIES

Apologies were submitted on behalf of Councillors M Akhtar, K Barret, T Brice, M Slater and M Walls and J Badger (Director of Finance & Property).

51. SUBSTITUTE MEMBERS

The Chairman announced that Councillor S Khan would be substituting for Councillor M Slater.

52. CHAIRMAN’S ANNOUNCEMENTS

The Chairman asked the Business Manager to provide an update on the Showcase Event which took place on 22 January. The Business Manager introduced the new Management Team which was appointed on 21 January.

53. MEMBERS DECLARATION OF INTEREST

Councillor Booth declared a personal interest in Agenda Item 14 due to membership of the UNISON Service Executive Committee and positions of Trade Union Representative and Brach Equalities Officer.

54. MINUTES
Resolved - That the Minutes of the meetings of the Committee held on 16 December 2014 be signed as a correct record subject to agreed amendments requested by Councillors Booth and Winterburn.

55. REVENUE BUDGET MONITORING AND RESERVES 2013/14
A report of the Business Manager provided Members with a projection of the out-turn position at the end of March 2014. The Commercial and Resources Manager informed Members of the current financial situation and reserves position. A report with revised estimates will be presented to Members at 27 March meeting.

Resolved – Members noted the budget monitoring position and impact on reserves.

Reason for the Decisions – To ensure Members are aware of the latest financial position and the impact of recent decisions on earmarked reserves.

56. STAFF SURVEY UNDERTAKEN IN NOVEMBER 2013
A report of the Business Manager informed Members of the outcome of the recent staff survey. The Business Manager explained that some questions were repeated from the 2012 survey for comparison and a further survey has been compiled relating to the Showcase Event. The Business manager highlighted the main areas of concern and explained how those issues are being addressed. Members were pleased to note a 71% response rate but raised concerns regarding some of the negative responses. Members discussed actions that need to be taken to address issues raised and agreed that there needs to be a change of culture in order to assure a stable future.

Resolved – (1) Members noted the outcomes of the survey.

Reason for the Decision – Members requested information on the staff survey as they wished to see what issues were raised with a view to giving direction to the management team on any potential action they may wish to see taken in response to it.

57. MINUTES OF THE MEETING OF THE JOINT CONSULTATIVE COMMITTEE
The Business Manager submitted a copy of the Minutes of the meeting of the Joint Consultative Committee held on the 18 July 2014 for information.

Resolved – That the Minutes of the meeting of the Joint Consultative Committee held on 18 July 2014 be adopted.

Reason for the Decision – To ratify the Minutes of the Joint Consultative Committee.

IN PRIVATE
58.  UPDATE ON THE REVIEW OF JOINT SERVICES AND PROPOSALS FOR STRUCTURAL CHANGE (EXEMPT UNDER PARAGRAPH 4)

Consideration was given to a report summarising the latest developments with the review of WYJS.

Resolved – (1) Members noted the progress of the Review.

(2) Members considered the approach and issues raised by the Trade Union.

(3) Members approved the recommended changes to the Members Handbook, Appendix 5: Scheme of Delegation following the outcome of the selection process for the new Senior Management Team.

Reason for the Decisions – These recommendations are made as they are considered the most effective means of implementing the decision made by the AWAY in April 2013.

Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.
To: All Members of the West Yorkshire Joint Services Committee

Dear Member

WEST YORKSHIRE JOINT SERVICES COMMITTEE
ARCHIVES, ARCHAEOLOGY & TRADING STANDARDS SUB-COMMITTEE

I am pleased to enclose for your information a copy of the minutes of the meeting of the Archives, Archaeology & Trading Standards Sub-Committee held on 30 January 2014.

Yours sincerely

Susan Betteridge

Business Manager Joint services
WEST YORKSHIRE JOINT SERVICES COMMITTEE
ARCHIVES, ARCHAEOLOGY & TRADING STANDARDS SUB-COMMITTEE

THURSDAY 30 JANUARY 2014

PRESENT: Bradford
Councillor S Khan
Councillor V Slater

Calderdale
Councillor J Booth
Councillor C Winterburn

Kirklees
Councillor A Pinnock

Leeds
Councillor P Grahame
Councillor B Urry

Wakefield
Councillor J Drysdale
Councillor T Dean
Councillor R Lund

28. APOLOGIES

Apologies were submitted on behalf of Councillors, Akhtar, Barrat, Brice, Harrand, Slater and Walls.

29. SUBSTITUTE MEMBERS

The Chairman announced that Councillor S Khan would be substituting for Councillor M Slater.

30. MEMBERS DECLARATION OF INTEREST

No declarations of interest were made.

31. MINUTES

Resolved - That the Minutes of the meetings of the Sub-Committee held on 16 December 2014 be signed as a correct record subject to the agreed amendments requested by Councillors Booth and Winterburn.

32. LEGAL REPORT AND PROSECUTION FILE AUDIT 1 SEPTEMBER TO 30 NOVEMBER 2013. RIPA ACTIVITY 1 SEPTEMBER TO 30 NOVEMBER 2013
The Head of Trading Standards summarised the prosecutions and other enforcement activity concluded by West Yorkshire Trading Standards Service between September and November and provided a brief summary of the circumstances and outcomes of the most interesting cases. Members were updated that there have been no RIPA authorisations during the reported period but one judicial application was undertaken in the previous period.

Resolved – (1) Members agreed that the enforcement activity undertaken by Officers is necessary and proportionate, and enforcement decisions have been taken in accordance with the WYTSS Enforcement Policy.

(2) Members acknowledged the absence of RIPA authorisations during the period reported and that one instance of RIPA surveillance activity was authorised and conducted in Leeds District in June 2013.

Reasons for the Decisions – (1) The Service follows a published Enforcement Policy, which takes into account the statutory Regulators’ Compliance Code and Home Office guidelines. Members need to be satisfied that any enforcement action taken is in accordance with the overall policy. Members should also be aware of the variety and complexity of investigations that officers are required to undertake in the modern trading environment.

(2) The Code of Practice on Covert Surveillance and Property Interference (2010) (para 3.30) states that elected Members of a local authority should consider internal reports on the use of the 2000 Act on at least a quarterly basis, to ensure that it is being used consistently within the local authority’s policy and that the policy remains fit for purpose. They should not, however, be involved in making decisions on specific authorisations. This report ensures the requirements of the Code of Practice are met.

33. INTERIM REPORT OF THE ELLIOTT REVIEW INTO THE INTEGRITY AND ASSURANCE OF FOOD SUPPLY NETWORKS

A report of the Business Manager summarised the interim report of the Elliot Review which makes 48 recommendations. The Laboratory Manager summarised the recommendations, some of which are relevant to the Constituent Authorities and the work of West Yorkshire Joint Services. Members were informed that the Review was prompted by growing concerns about the systems used to deter, identify and prosecute food adulteration and the final report is expected in April.

Resolved – (1) Members noted the report and will consider its recommendations during the WYJS Review.

(2) Members noted the recommendations that are relevant to their own authorities.
(3) Members approved the continuing participation of the Laboratory Manager in the Elliott Review process.

**Reason for the Decision** – To ensure that Members are informed and that West Yorkshire Joint Services continues to contribute to developments in this area.

### 34. THE REGISTRY OF DEEDS, WAKEFIELD: HERITAGE LOTTERY FUND BID

A report of the Business Manager provided Members with an update on the progress of the development phase of the Archive Services’ Heritage lottery Fund bid to replace its current building with a new facility. Members were shown illustrations of the ‘architect's vision’ and plans for the site which will go out to public consultation on 30 January 2014.

**Resolved** – Members noted the continuing progress of this project and supported the approach of the design team in seeking to bring the costs as close as possible to those estimated in the round one bid.

**Reasons for the Decision** – (1) To ensure Members are aware of the continuing progress of this project.

(2) To ensure HLF is aware that our proposals have the full backing of the Sub-Committee.