

**ROYAL BERKSHIRE FIRE AUTHORITY'S FORWARD PLAN  
(WORKING DOCUMENT)**

The items included in the Forward Plan were correct at the time of publication (2 June 2011).

The Forward Plan may, however, change and you are advised to contact Lynda Kenyon (Committee Manager) on 0118 932 2288 (kenyonl@rbfrs.co.uk) to confirm the contents of any Committee Agenda.

| ITEM   | DECISION BODY                          | NEXT REPORTING DATE | REPORTING FREQUENCY                               | RECOMMENDED ACTION | LEAD OFFICER   | PART I / II | COMMENTS   |
|--|--|---------------------|---|--------------------|--|-------------|--|
| Annual Internal Audit Report for 2010/11   | Audit and Performance Review Committee | Jun-11              | Annually  | Accept             | Authority Treasurer / Internal Auditors (Haines Watts)                         | Part I      | Standing Agenda Item.  |
| Audit and Performance Review Committee - Appointment of Chairman and Vice-Chairman | Audit and Performance Review Committee | Jun-11              | Annually  | Appoint            | Audit and Performance Review Committee   | Part I      | Standing Agenda Item   |
| Annual Governance Statement (draft)  | Audit and Performance Review Committee | Jun-11              | Annually  | Comment            | Authority Treasurer  | Part I      | Standing Agenda Item - to include Review of Internal Controls and Corporate Code of Governance.  |
| Audit Fees - 2011/12   | Audit and Performance Review Committee | Jun-11              | Annually  | Consider           | Authority Treasurer / Audit Commission   | Part I      |  |
| Internal Audit Plan (2011/12)  | Audit and Performance Review Committee | Jun-11              | Annually  | Consider           | Authority Treasurer / Haines Watts   | Part I      |  |
| Scrutiny training for Committee Members - to consider future training needs        | Audit and Performance Review Committee | Jun-11              | Annually  | Consider           | Clerk and Monitoring Officer   | Part I      | Item deferred from March 2011 to June 2011 meeting as March 2011 meeting was cancelled in the absence of any items for decision/recommendation.  |
| Audit and Performance Review Committee's Annual Report to Fire Authority           | Audit and Performance Review Committee | Jun-11              | Annually  | Consider           | Group Manager (Performance Review) / Authority Treasurer / APRC Chairman       | Part I      | To consider Committee's annual report, for presentation to Fire Authority at its annual meeting (June). Item deferred from March 2011 meeting as March 2011 meeting was cancelled in the absence of any items for decision/recommendation.   |
| Performance Data report  | Audit and Performance Review Committee | Jun-11              | Each meeting                                      | Note               | Group Manager (Performance Review)   | Part I      | Standing Agenda Item.  |
| Strategic Asset Management Committee Capital Monitoring reports                    | Audit and Performance Review Committee | Jun-11              | Bi-annually (March/September) (Refer to Comments) | View               | Authority Treasurer / Deputy Chief Fire Officer / Assistant Chief Fire Officer | Part I      | Refer to Audit and Performance Review Committee Minutes (18 March 2010). Item deferred to June 2011 meeting as March 2011 meeting was cancelled in the absence of any items for decision/recommendation.   |
| Community Safety Champion - annual report  | Fire Authority                         | Jun-11              | Annually  | Note               | Community and Partnerships Champion  | Part I      |  |
| Integrated Risk Management Planning Definition                                     | Fire Authority                         | Jun-11              | Singular  | Adopt              | Assistant Chief Fire Officer   | Part I      | Previously deferred to February 2011 meeting as deferred from IRMP Working Party meeting in September 2010 to January 2011. IRMP Working Party meeting in January 2011 was then cancelled, and item deferred to April 2011 Fire Authority meeting to enable Management Committee to consider at its meeting in March 2011. Subsequently deferred by Assistant Chief Fire Officer due to time constraints from March 2011 Management Committee meeting to its next meeting in May 2011, for subsequent presentation to the Fire Authority at its meeting in June 2011. Item was further deferred from May 2011 Management Committee by Assistant Chief Fire Officer, due to large operational incident (Swinley Forest Fire) to July 2011 Management Committee and September 2011 Fire Authority meeting. |

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| Appointment of Committees and Working Parties   | Fire Authority | Jun-11              | Annually            | Appoint            | Clerk and Monitoring Officer                           | Part I      | Standing Agenda item.  |
| Appointment of Representatives to Outside Bodies for 2011-12  | Fire Authority | Jun-11              | Annually            | Appoint            | Clerk and Monitoring Officer                           | Part I      | Standing Agenda item. Outside Bodies - The Royal Borough of Windsor and Maidenhead Local Strategic Partnership, South East Regional Management Board, Local Government Association, South East Fire and Rescue Control Centre Ltd (SEFRCCCL), Director on the Board of the Royal Berkshire Fire and Rescue (Training) Limited. |
| Appointment of Champions (2011/12)  | Fire Authority | Jun-11              | Annually            | Appoint            | Clerk and Monitoring Officer                           | Part I      | Champions - Communications, Community Safety, Environmental, Equality and Diversity (who will act as Chairman of Community, Engagement and Equality Group) (CEEG), Member Development.   |
| Fire Authority - appointment of Chairman and Vice-Chairman  | Fire Authority | Jun-11              | Annually            | Appoint            | Fire Authority   | Part I      | Standing Agenda Item   |
| Annual Treasury Report (2010/11)  | Fire Authority | Jun-11              | Annually            | Approve            | Authority Treasurer                                    | Part I      | Standing Agenda Item. Deferred to Fire Authority meeting in September 2011 as Audited Accounts deferred from June 2011 to September 2011 meeting.  |
| Annual Report 2010-2011   | Fire Authority | Jun-11              | Annually            | Approve            | Chief Fire Officer                                     | Part I      | To be considered by preceding Management Committee.  |
| Election of Chairman of the Fire Authority pro-term for the appointment of Chairman of Committees and Working Parties | Fire Authority | Jun-11              | Annually            | Elect              | Fire Authority   | Part I      | Standing Agenda Item.  |
| Audit and Performance Review Committee - annual report to Fire Authority  | Fire Authority | Jun-11              | Annually            | Note               | Audit and Performance Review Committee Chairman        | Part I      |  |
| 2010/11 Financial Outcome   | Fire Authority | Jun-11              | Annually            | Note               | Authority Treasurer                                    | Part I      | Standing Agenda Item. Audited Accounts to be taken to Fire Authority in September 2011. (NB - Forward Plan entry previously referred to as 'Statement of Accounts (2010/11) (including Annual Governance Statement)')  |
| Budget Monitoring   | Fire Authority | Jun-11              | Each meeting        | Note               | Authority Treasurer                                    | Part I      | Standing Agenda Item.  |
| South East Fire and Rescue Control Centre Ltd - annual report to Fire Authority                                       | Fire Authority | Jun-11              | Annually            | Note               | Councillor Angus Ross                                  | Part I      |  |
| Equality and Diversity Champion - annual report   | Fire Authority | Jun-11              | Annually            | Note               | Equality and Diversity Champion                        | Part I      |  |
| Local Government Association (Fire Forum) - annual report to Fire Authority   | Fire Authority | Jun-11              | Annually            | Note               | Fire Authority Chairman                                | Part I      |  |
| Regional Management Board - annual report to Fire Authority   | Fire Authority | Jun-11              | Annually            | Note               | Fire Authority Chairman                                | Part I      |  |
| Health and Safety Champion - annual report  | Fire Authority | Jun-11              | Annually            | Note               | Health and Safety Manager / Health and Safety Champion | Part I      |  |
| Member Development Champion - annual report   | Fire Authority | Jun-11              | Annually            | Note               | Member Development Champion                            | Part I      |  |
| Royal Berkshire Fire and Rescue (Training) Ltd  | Fire Authority | Jun-11              | Singular            | Note               | RBFRTL Directors                                       | Part I      | Refer to Fire Authority Minutes (13.04.11) - Minute reference 181 (Company Accounts to be presented by all the Company Directors).   |
| Standards Committee - annual report to Fire Authority   | Fire Authority | Jun-11              | Annually            | Note               | Standards Committee Chairman                           | Part I      |  |
| Strategic Asset Management Committee - annual report to Fire Authority  | Fire Authority | Jun-11              | Annually            | Note               | Strategic Asset Management Committee Chairman          | Part I      |  |
| Membership and Structure of the Fire Authority - annual update  | Fire Authority | Jun-11              | Annually            | Review             | Clerk and Monitoring Officer                           | Part I      | Item withdrawn by Clerk and Monitoring Officer.  |

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| Corporate Plan (2011/12)   | Fire Authority                       | Jun-11              | Annually            | To approve  | Chief Fire Officer  | Part I               | Item withdrawn as approved by Fire Authority at its meeting in April 2011. Forward Plan duplicate entry removed.   |
| Integrated Risk Management Plan Working Party - Appointment of Chairman and Vice-Chairman      | IRMP Working Party                   | Jun-11              | Annually            | Appoint   | IRMP Working Party  | Part I               | Standing Agenda Item   |
| Management Committee - Appointment of Chairman and Vice-Chairman                               | Management Committee                 | Jun-11              | Annually            | Appoint   | Management Committee  | Part I               | Standing Agenda Item   |
| Standards Committee - Appointment of Chairman, Vice-Chairman and Standing Sub Committee Panels | Standards Committee                  | Jun-11              | Annually            | Appoint   | Standards Committee   | Part I               | Standing Agenda Item   |
| Strategic Asset Management Committee - Appointment of Chairman and Vice-Chairman               | Strategic Asset Management Committee | Jun-11              | Annually            | Appoint   | Strategic Asset Management Committee                        | Part I               | Standing Agenda Item   |
| IRMP Working Party Terms of Reference  | IRMP Working Party                   | Jul-11              | Singular            | Consider  | Clerk and Monitoring Officer / Assistant Chief Fire Officer | Confidential meeting | Refer to IRMP Working Party Minutes (18.05.10 - "...Terms of Reference be re-examined once the IRMP definition had been re-drafted for subsequent approval by the Fire Authority (Minute extract not yet approved). Item deferred to January 2011 meeting as IRMP Definition to be considered by Management Committee in October 2010. Item subsequently deferred to May 2011 meeting after IRMP definition has been considered by the Management Committee at its meeting in March 2011 (deferred from October 2010 and January 2011), and the Fire Authority's approval sought in April 2011. Due to time constraints, deferred by Assistant Chief Fire Officer from Management Committee in March 2011 to meeting in May 2011, for subsequent presentation to the Fire Authority at its meeting in June 2011. Working Party to now consider its Terms of Reference at its meeting in July 2011. Fire Authority agreed at its meeting on 13.04.11 to defer the business of the IRMP Working Party's meeting in May 2011 to its next meeting in July 2011 (Minute reference 174). |
| Location of Heavy Rescue Unit (HRU)  | IRMP Working Party                   | Jul-11              | Singular            | Consider and make recommendations to Management Committee | Deputy Chief Fire Officer                                   | Confidential meeting | Refer to Management Committee Minutes (28.03.11) (Minute reference 242). Fire Authority agreed at its meeting on 13.04.11 to defer the business of the IRMP Working Party's meeting in May 2011 to its next meeting in July 2011 (Minute reference 174).   |
| Update on current IRMP Projects and IRMP 2012/13 Action Plan                                   | IRMP Working Party                   | Jul-11              | Singular            | Presentation  | Assistant Chief Fire Officer                                | Confidential meeting | Update provided by Assistant Chief Fire Officer at May 2010 meeting - to confirm if subsequent update to be provided to this meeting. Fire Authority agreed at its meeting on 13.04.11 to defer the business of the IRMP Working Party's meeting in May 2011 to its next meeting in July 2011 (Minute reference 174).  |
| Location of Heavy Rescue Unit (HRU)  | Management Committee                 | Jul-11              | Singular            | Agree   | Deputy Chief Fire Officer                                   | Part I               | Refer to Management Committee Minutes (28.03.11) (Minute reference 242). Item subsequently deferred to Management Committee meeting in July 2011 as the business of the IRMP Working Party's meeting in May 2011 was deferred until its meeting in July 2011 (refer to Fire Authority Minutes (13.04.11 - Minute reference 174).   |
| Bracknell Area Forestry Trial  | Management Committee                 | Jul-11              | Singular            | Discuss   | Deputy Chief Fire Officer                                   | Part I               |  |
| Appointment of Budget Working Party (2012/13)  | Management Committee                 | Jul-11              | Annually            | Appoint   | Authority Treasurer   | Part 1               | To appoint a Working Party.  |
| Leased Fire Appliances   | Management Committee                 | Jul-11              | Singular            | Approve   | Authority Treasurer   | Part I               | Decision re which option to progress re Dennis Sabre fire appliances (lease expires July 2011). (Refer to Agenda Item 8 (Leased Fire Appliances) - SAMC, 12.01.11).  |
| Principal Officer Car Scheme   | Management Committee                 | Jul-11              | 5-yearly            | Approve   | Chief Fire Officer  | Part II              |  |

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|--|--------------------------------------|---------------------|---------------------|---|--|-------------|---|
| Strategic Outline Case (SOC) for the Thames Valley Fire and Rescue Service Control Scoping and Feasibility Study | Management Committee                 | Jul-11              | Singular            | Consider  | Deputy Chief Fire Officer  | Part I      | Refer to Minute Reference 272, Management Committee Minutes (23.05.11)  |
| Management Committee's Terms of Reference  | Management Committee                 | Jul-11              | Annually            | Consider / Recommend any amendments to Fire Authority | Clerk and Monitoring Officer   | Part I      | Refer to Fire Authority Minutes (24 June 2009). (Minute reference 13). Deferred from January 2011 to July 2011 as previously considered in July 2010. Good practice to review annually.   |
| South East Fire and Rescue Control Centre Ltd (SEFRCCCL) - update report   | Management Committee                 | Jul-11              | Each meeting        | Note  | Appointed Member Representative  | Part I      | Standing Agenda Item.   |
| Budget Monitoring  | Management Committee                 | Jul-11              | Each meeting        | Note  | Authority Treasurer  | Part I      | Standing Agenda Item. (NB - no report to May Management Committee).   |
| Fire and Rescue Authorities Mutual Ltd   | Management Committee                 | Jul-11              | Each meeting        | Note  | Authority Treasurer  | Part I / II | Standing Agenda Item. Authority Treasurer to advise if report is required (Minute Reference 271, Management Committee Minutes (23.05.11)).  |
| Control Working Party - update report  | Management Committee                 | Jul-11              | Each meeting        | Note  | Deputy Chief Fire Officer  | Part I      | Standing Agenda Item.   |
| Crewing Level Monitoring (quarterly report - April-June 2011)  | Management Committee                 | Jul-11              | Quarterly reporting | Note  | Deputy Chief Fire Officer  | Part I      | Standing Agenda Item. (Quarterly reporting - January-March / April-June / July-September / October-December).   |
| Integrated Risk Management Planning Definition   | Management Committee                 | Jul-11              | Singular            | Adopt   | Assistant Chief Fire Officer   | Part I      | Previously deferred to February 2011 meeting as deferred from IRMP Working Party meeting in September 2010 to January 2011. IRMP Working Party meeting in January 2011 was then cancelled, and item deferred to April 2011 Fire Authority meeting to enable Management Committee to consider at its meeting in March 2011. Subsequently deferred by Assistant Chief Fire Officer due to time constraints from March 2011 Management Committee meeting to its next meeting in May 2011, for subsequent presentation to the Fire Authority at its meeting in June 2011. Item was further deferred from May 2011 Management Committee by Assistant Chief Fire Officer, due to large operational incident (Swinley Forest Fire) to July 2011 Management Committee and to September 2011 Fire Authority meeting. |
| Establishment of a Voluntary Standards Committee after Standards Board Regime is abolished                       | Standards Committee                  | Jul-11              | Singular            | Consider  | Clerk and Monitoring Officer   | Part I      | To consider the benefits of the Fire Authority establishing a voluntary Standards Committee after the Standards Board Regime is abolished (refer to Standards Committee Minutes - 10.02.11 - Minute reference 42). Item subsequently deferred by the Clerk and Monitoring Officer from April 2011 meeting as Government decision still awaited.   |
| Update on Headquarters Gate 2011/12 Capital Project  | Strategic Asset Management Committee | Jul-11              | Singular            | Consider  | Assistant Chief Fire Officer / Procurement and Facilities Manager              | Part I      | Refer to SAMC Minutes (20.04.11) - Minute reference 86.   |
| Leased Fire Appliances   | Strategic Asset Management Committee | Jul-11              | Singular            | Consider  | Authority Treasurer  | Part I      | To recommend , to the Management Committee, which option to progress re Dennis Sabre fire appliances (lease expires July 2011). (Refer to Agenda Item 8 (Leased Fire Appliances) - SAMC, 12.01.11).   |
| Capital Programme Update   | Strategic Asset Management Committee | Jul-11              | Each meeting        | Consider  | Deputy Chief Fire Officer / Assistant Chief Fire Officer / Authority Treasurer | Part I      | Standing Agenda Item. Report to also include 2011/12 Capital Projects (refer to SAMC Minutes (20.04.11) - Minute reference 87).   |
| Options for the future of Dee Road Fire Station and Headquarters site  | Strategic Asset Management Committee | Jul-11              | Singular            | Update  | Assistant Chief Fire Officer   | Part II     | Refer to SAMC Minutes (20.04.11) - Minute reference 94.   |
| Progress Report on Wokingham Fire Station  | Strategic Asset Management Committee | Jul-11              | Singular            | Update  | Assistant Chief Fire Officer / Procurement and Facilities Manager              | Part I      | Refer to SAMC Minutes (20.04.11) - Minute reference 88.   |

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| Annual Internal Audit Report for 2010/11                                 | Audit and Performance Review Committee | Sep-11              | Annually                                  | Accept             | Authority Treasurer / Internal Auditors  | Part I      | Standing Agenda Item.   |
| Audit and Performance Review Committee Work Programme                    | Audit and Performance Review Committee | Sep-11              | Annually                                  | Consider and agree | Clerk and Monitoring Officer   | Part I      |   |
| External Audit - 2010/11 Annual Governance Report/Letter                 | Audit and Performance Review Committee | Sep-11              | Annually                                  | Note               | Authority Treasurer  | Part I      | Standing Agenda Item.   |
| Internal Audit update/progress report                                    | Audit and Performance Review Committee | Sep-11              | Each meeting                              | Note               | Authority Treasurer / Internal Auditors  | Part I      | Standing Agenda Item. To be subsumed within Annual Internal Audit Report.   |
| Audit and Performance Review Committee's Terms of Reference              | Audit and Performance Review Committee | Sep-11              | Bi-annually (March/September as required) | Review             | Clerk and Monitoring Officer   | Part I      | Refer to Fire Authority Minutes (24 June 2009) and Committee Minutes of 18 March 2010. Committee agreed at its March 2010 meeting to periodically revisit and review its Terms of Reference (added to Forward Plan for bi-annual reporting as required). Withdrawn from March 2011 Agenda as last amended in 2010 and approved by Fire Authority in September 2010. To be reviewed in September 2011.   |
| Strategic Asset Management Committee capital monitoring reports          | Audit and Performance Review Committee | Sep-11              | Bi-annually (March/September)             | View               | Authority Treasurer / Deputy Chief Fire Officer / Assistant Chief Fire Officer | Part I      | Refer to Audit and Performance Review Committee Minutes (18 March 2010).  |
| Integrated Risk Management Planning Definition                           | Fire Authority                         | Sep-11              | Singular                                  | Adopt              | Assistant Chief Fire Officer   | Part I      | Previously deferred to February 2011 meeting as deferred from IRMP Working Party meeting in September 2010 to January 2011. IRMP Working Party meeting in January 2011 was then cancelled, and item deferred to April 2011 Fire Authority meeting to enable Management Committee to consider at its meeting in March 2011. Subsequently deferred by Assistant Chief Fire Officer due to time constraints from March 2011 Management Committee meeting to its next meeting in May 2011, for subsequent presentation to the Fire Authority at its meeting in June 2011. Item was further deferred from May 2011 Management Committee by Assistant Chief Fire Officer, due to large operational incident (Swinley Forest Fire) to July 2011 Management Committee and to September 2011 Fire Authority meeting. |
| Key Statistics   | Fire Authority                         | Sep-11              | Bi-annually                               | Advise             | Chief Fire Officer   | Part I      | Verbal report on the quarterly performance of the Heavy Rescue Unit (HRU) and Automatic Fire Alarms (AFAs) reported to Fire Authority in April 2011.  |
| Annual Treasury Report (2010/11)   | Fire Authority                         | Sep-11              | Annually                                  | Approve            | Authority Treasurer  | Part I      | Standing Agenda Item (June). Deferred from June 2011 Fire Authority meeting to September 2011 meeting as Audited Accounts deferred from June 2011 to September 2011 meeting.  |
| Statement of Accounts (2010/11) (including Annual Governance Statement)  | Fire Authority                         | Sep-11              | Annually                                  | Approve            | Authority Treasurer  | Part I      | Audited Accounts to taken to Fire Authority in September 2011.  |
| South East Fire and Rescue Control Centre Ltd (SEFRCCCL) - update report | Fire Authority                         | Sep-11              | Each meeting                              | Note               | Appointed Member Representative  | Part I      | Standing Agenda Item.   |
| Retained Duty System Review  | Fire Authority                         | Sep-11              | Singular                                  | Note               | Area Manager Support Services  | Part I      | Standing Agenda Item.. Forward Plan entry made in error - item withdrawn.   |
| FiReControl and FireLink update report                                   | Fire Authority                         | Sep-11              | Annually                                  | Note               | Assistant Chief Fire Officer / Area Manager (Support Services)                 | Part I      | Exception reports to be provided to other meetings of the Fire Authority, if required.  |

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| Budget Monitoring   | Fire Authority       | Sep-11              | Each meeting        | Note               | Authority Treasurer  | Part I      | Standing Agenda Item.   |
| Regional Management Board - update briefing   | Fire Authority       | Sep-11              | Each meeting        | Note               | Chairman   | Part I      | Standing Agenda Item.   |
| Royal Berkshire Fire and Rescue Training Ltd - 6-monthly progress report                              | Fire Authority       | Sep-11              | 6-monthly           | Note               | Director of HR / Authority Treasurer                                 | Part 1      | Standing Agenda Item.   |
| Environmental Report - six-monthly update (to include Environment Member Champion report)             | Fire Authority       | Sep-11              | 6-monthly           | Note               | Environmental System Adviser / Fire Authority Environmental Champion | Part I      | Standing Agenda Item - 6-monthly. Fire Authority in February 2010 agreed to align six-monthly environment reports and environment Member Champion six monthly reports-to now be reported to Fire Authority in April and September.  |
| Annual Review of Health, Safety and Welfare   | Fire Authority       | Sep-11              | Annually            | Note               | Director of Human Resources  | Part I      | Standing Agenda Item, to include Objectives.  |
| Equality and Diversity Strategy (and associated Action Plan)  | Fire Authority       | Sep-11              | Annually            | Note / Approve     | Director of Human Resources  | Part I      | Standing Agenda Item.   |
| Human Resources Strategy  | Fire Authority       | Sep-11              | Annually            | Review / Approve   | Director of Human Resources  | Part I      | Refer to Paragraph 3.3, Agenda Item 11, Fire Authority, 29 September 2010. Standing Agenda Item.  |
| Financial System Upgrade - Waiver of Standing Orders - Single Tender Action                           | Management Committee | Sep-11              | Singular            | Approve            | Authority Treasurer  | Part I      |   |
| South East Fire and Rescue Control Centre Ltd (SEFRCCCL) - update report                              | Management Committee | Sep-11              | Each meeting        | Note               | Appointed Member Representative                                      | Part I      | Standing Agenda Item.   |
| Water Safety Working Group report   | Management Committee | Sep-11              | Singular            | Note               | Area Manager (Response)  | Part I      | <p>Final report deferred from January 2009 Executive Committee meeting to March 2009 due to delayed publishing of the Government's response to the Pitt Report. Verbal update report provided to the Overview and Scrutiny Committee at its meeting in January 2009. As final report still to be finalised at publication of Executive Committee March 2009 Agenda, report to be deferred to May 2009 Executive Committee meeting (as advised by Area Manager, Response). Item withdrawn from March 2009 Executive Committee Agenda. Deputy Chief Fire Officer subsequently advised that report had not been progressed sufficiently to be presented to Executive Committee in May 2009 - report, therefore, deferred to July 2009 Management Committee. Subsequently deferred to October 2009 due to Officers' leave. Deferred by Area Manager (Response) from meeting in October 2009. Report subsequently deferred from January 2010 to March 2010 meeting due to Officers' time constraints as a result of the adverse weather conditions preceding the publication of Management Committee Agenda in January 2010.</p> <p>This item was deferred to the May 2010 meeting by Area Manager (Response) due to further guidance still awaited from National Working Groups. Further deferred from May 2010 meeting by Area Manager (Response) as further guidance from National Working Groups still awaited. Deferred from July 2010 meeting for 6 months due to budgetary implications and national guidance still awaited. Deferred to March 2011 at request of Area Manager (Response). Subsequently deferred by Area Manager (Response) from March 2011 to September 2011 meeting to allow the outcome of exercise Watermark to be identified and actioned.</p> |
| Budget Monitoring   | Management Committee | Sep-11              | Each meeting        | Note               | Authority Treasurer  | Part I      | Standing Agenda Item (NB - no report to May Management Committee).  |
| Fire and Rescue Authorities Mutual Ltd  | Management Committee | Sep-11              | Each meeting        | Note               | Authority Treasurer  | Part I / II | Standing Agenda item. Authority Treasurer to advise if report is required (Minute Reference 271, Management Committee Minutes (23.05.11)).  |
| Review of Structure and Establishment of the Royal Berkshire Fire and Rescue Service - interim report | Management Committee | Sep-11              | Singular            | Note               | Chief Fire Officer   | Part I      | Refer to Management Committee Minutes (14.02.11 - Minute reference 230).  |
| Corporate Risk Management   | Management Committee | Sep-11              | Bi-annually         | Note               | Chief Fire Officer / Group Manager (Performance Review)              | Part I      | Standing Agenda Item (bi-annually - March/October). Refer to Management Committee Minutes (22 March 2010).  |

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| Control Working Party - update report            | Management Committee                 | Sep-11              | Each meeting        | Note               | Deputy Chief Fire Officer  | Part I      | Standing Agenda Item.   |
| Crewing Level Monitoring (quarterly report)      | Management Committee                 | Sep-11              | Quarterly reporting | Note               | Deputy Chief Fire Officer  | Part I      | Standing Agenda Item. (Quarterly reporting - January-March / April-June / July-September / October-December). Item withdrawn due to quarterly reporting cycle. (July-Sep 2011 quarterly report to be presented at meeting in January 2012)  |
| Firefighters' Pension Scheme - Injury Pensions   | Management Committee                 | Sep-11              | Singular            | Note               | Director of Human Resources  | Part II     | Further detailed explanatory report to be presented. Refer to Management Committee Minutes, 25 October 2010 (Minute reference 165 refers). Deferred by Chief Fire Officer and Clerk and Monitoring Officer from March 2011 as further information still being sought.   |
| Health and Safety Objectives' - progress update  | Management Committee                 | Sep-11              | Bi-annually         | Note               | Health & Safety Champion / Director of HR / Health & Safety Manager            |             | At request of Councillor Dudley (Health and Safety Champion). Progress update against Health and Safety Objectives to be reported to March and October Management Committee meetings. Report to include any health and safety issues arising from the implementation of the IRMP Action Plan (refer to Management Committee Minutes (14.02.11) - Minute reference 227). |
| South East Charter on Elected Member Development | Standards Committee                  | Sep-11              | Each meeting        | Consider           | Clerk and Monitoring Officer   | Part I      | Refer to Standards Committee's Minutes (19 July 2010). Deferred to next meeting as meeting was cancelled.   |
| Capital Programme Update                         | Strategic Asset Management Committee | Oct-11              | Each meeting        | Consider           | Deputy Chief Fire Officer / Assistant Chief Fire Officer / Authority Treasurer | Part I      | Standing Agenda Item  |
| South East Charter on Elected Member Development | Standards Committee                  | Nov-11              | Each meeting        | Consider           | Clerk and Monitoring Officer   | Part I      | Standing Agenda Item.   |
| South East Charter on Elected Member Development | Standards Committee                  | Nov-11              | Each meeting        | Consider           | Clerk and Monitoring Officer   | Part I      | Standing Agenda Item. Refer to Standards Committee's Minutes (19 July 2010).  |