

MINUTES OF THE MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY'S AUDIT AND GOVERNANCE COMMITTEE



Held on Thursday 28th July 2016 at 6.30pm

Brigade Headquarters, Newsham Court, Pincents Kiln, Calcot,
Reading, Berkshire RG31 7DS

- Members:**
- * Councillor Alistair Auty
 - (* present) Councillor Christine Bateson
 - * Councillor Adrian Edwards
 - * Councillor John Ennis
 - * Councillor Carol Jackson-Doerge
 - * Councillor Iain McCracken
 - * Councillor Philip Mirfin
 - Councillor Mohammed Rasib
 - * Councillor Ishrat Shah

- In Attendance:**
- Conor Byrne (Head of Finance and Procurement, HOPF)
 - Mark Gaskarth (Area Manager West, AMW)
 - Maria Grindley (External Auditor, Ernst & Young)
 - David Guest (External Auditor, Ernst & Young)
 - Dan Harris (Baker Tilly)
 - Becci Jefferies (Head of HR and Learning Development, HHRLD)
 - Simon Jefferies (Head of Risk and Performance, HORP)
 - Jane Lubbock (Interim Programme and Procurement Lead, IP&P)
 - Dave Myers (Area Manager East, AME)
 - Linda Pye (Clerk)
 - Nikki Richards (Head of Business Information and Systems, HBIS)
 - Fayth Rowe (Committee Officer, CO)

Action

1. APPOINTMENT OF CHAIRMAN FOR THE 2016/17 MUNICIPAL YEAR

RESOLVED that Councillor Iain McCracken be elected as Chairman of the Audit and Governance Committee for the Municipal Year 2016/17.

2. APPOINTMENT OF VICE-CHAIRMAN FOR THE 2016/17 MUNICIPAL YEAR

RESOLVED that Councillor Adrian Edwards be elected as Vice-Chairman of the Audit and Governance Committee for the Municipal Year 2016/17.

3. APOLOGIES FOR ABSENCE

Apologies for inability to attend the meeting had been received from Councillors Christine Bateson and Mohammed Rasib.

4. DECLARATIONS OF INTEREST

In accordance with the provisions of the Fire Authority's Local Code of Conduct

there were no declarations of interest received from Members.

There were no Declarations of Interest received from Officers.

5. MINUTES OF THE MEETINGS HELD ON 23rd MARCH 2016

Resolved:

That the Minutes of the meeting held on 23rd March 2016 be approved as a true and correct record and signed by the Chairman.

The Chairman thanked Councillor John Lenton for chairing the meeting on 23rd March 2016 in his absence.

6. CONSIDERATION OF ANY MATTERS PROPERLY REFERRED TO THE COMMITTEE FOR DECISION

There were no items properly referred to the Committee for decision.

7. INTERNAL AUDIT UPDATE

Conor Byrne, Head of Finance and Procurement (HOFP), informed the Committee of the outcome of audit activity in 2015/16 and presented an update on the audit plan for 2016/17.

Dan Harris, Head of Internal Audit at RSM UK, confirmed that the Annual Report for 2015/16 was attached to the report at Appendix A. The report highlighted the opinion that 'the organisation had an adequate and effective framework for risk management, governance and internal control'. However, further enhancements had been identified in relation to risk management, governance and internal control in order to ensure that it remained adequate and effective. The Governance and Risk Management Review was given 'substantial' (Green) assurance for governance and 'reasonable' (Amber Green) assurance for risk management. Three of the six reviews delivered during the year had been given a 'reasonable' (Amber Green) assurance opinion and two advisory pieces were also completed which had not identified any significant control weaknesses. Prior year management actions within a number of reviews had also been followed up and adequate progress in the implementation of previously agreed actions was also noted. During the year there were no opinions issued where no assurance could be given. Dan Harris concluded that based on the work undertaken on the Fire Authority's system of internal control it was considered that there were no issues which needed to be flagged as significant internal control issues within the Annual Governance Statement.

Of the 17 actions agreed to address previous years' internal audit findings, ten had been completed and seven remained outstanding.

The detailed audit reports for Key Financial Controls and Post Implementation Review of Payroll were attached to the report at Appendix B together with an update on the audit plan for 2016/17.

Councillor Adrian Edwards referred to the thematic review of Fuel Cards and queried what this had entailed. Dan Harris confirmed that good practice and areas for improvement had been shared with all four authorities which had taken place in the review. A number of areas for improvement had been identified in previous years but this had not been picked up in the thematic review as

measured progress had been made to address previous years' issues. Councillor Iain McCracken asked if further improvements could still be made upon which it was confirmed that minor enhancements had been suggested. The HOFPP referred to page 25 of the agenda and the list of actions, none of which referred to the thematic review of Fuel Cards.

Councillor Iain McCracken referred to page 25 of the agenda – Appendix B Summary of Internal Audit Work completed in 2015/16 and in particular the assignment around Post Implementation of Payroll. The actions agreed column listed two medium and three low whereas on page 30 of the agenda it was shown as one high, one medium and three low. He queried which set of figures was correct. The HOFPP confirmed that the figures shown on page 30 were the correct ones. Councillor McCracken also noted that on page 32 of the agenda the second paragraph mentioned 'these organisations' and he queried what this referred to. Dan Harris confirmed that this was a basket of organisations which could be accessed on line. In response to a statement by Councillor McCracken that it would be useful to know which organisations were in the basket Dan Harris stated that the information would be used as an aid to compare and analyse their own risk register.

RESOLVED that:

- The report be noted.

8. EXTERNAL AUDIT ANNUAL REPORT

Conor Byrne, Head of Finance and Procurement (HOFPP), provided the Committee with an update from the External Auditors.

David Guest and Maria Grindley from Ernst & Young presented a progress report on external audit. The External Auditors had been on site for two weeks for final accounts testing and the formal report would be presented to the Audit & Governance Committee in September 2016. It was noted that there was nothing significant to report at this stage but that work was not yet complete.

It was noted that there was more pressure year on year to bring the timetable forward and discussions would therefore need to take place at the September Audit & Governance Committee meeting as to how the programme could be brought forward to July in 2017/18.

RESOLVED that:

- The External Audit update be noted.

9. REVISED CONTRACT REGULATIONS

Conor Byrne, Head of Finance and Procurement (HOFPP), presented the Contract Regulations to the Committee for approval.

The new regulations had been completely rewritten and included the recommendations from the latest internal audit report as well as changes to ensure compliance with the UK Contract Regulations 2015. They also reflected the new organisational structure and governance arrangements.

Key changes included:

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- The rationale for single tender actions as well as Member and Officer approval levels had been set out in greater detail. A new template had been prepared to capture such approvals in order that they could be held centrally for audit purposes.
- Low value quotations and tenders would in future be undertaken within departments rather than centrally managed by the Procurement Team. However, in order to ensure that procurement remained compliant and delivered value for money, only those staff who had been trained would be able to carry out procurement activities. An in-house training programme would therefore be carried out over the next few months to ensure that staff had the appropriate skills.
- Greater emphasis had been placed on the management of contracts in accordance with the corporate risk framework. A risk register would be retained for all contracts over £50k. A new contract management framework would be developed in the next few months and training provided to relevant staff.
- Officer award of contracts would now be limited to a ceiling of £1 million. Any contracts which exceeded this level would require the approval of the Management Committee.
- The option to create an Approved Supplier list in limited circumstances had been added where a single supply contract was not the best solution due to new and changing market entrants and availability to deliver services. These types of list would often be used for very low value construction works.

Councillor Adrian Edwards queried as to what level the low value quotations would go up to. It was confirmed that contracts up to £50k could be approved and the contract signed by the relevant Head of Service and the Head of Finance and Procurement. Councillor Edwards also asked if tenderers were subject to financial viability checks. The HOFP confirmed that they would be checked on a quarterly basis as this was a national requirement which had to be adhered to.

Councillor Philip Mirfin referred back to the low value quotations and he was of the opinion that this would open up the potential for incompatibility around the purchase of small items between departments and he asked whether that had been considered. The HOFP confirmed that it would go through the Procurement Team for checking and that for example if a department wished to purchase some software then it would also need to be referred to IT in order to check the compatibility with existing systems. Nikki Richards assured Councillor Mirfin that there was a process in place which would prevent the issue around incompatibility.

In response to a query it was confirmed that any tender documentation up to a value of £10,000 would be held electronically and copies of quotes and the final contract would be held by the relevant Head of Service. Any contracts with a value over £10,000 would be held by the Head of Finance and Procurement and would be placed on the Corporate Contract Register.

RESOLVED that:

- The Contract Regulations be agreed;

- The Fire Authority be recommended to approve the Contract Regulations.

10. NEW FINANCIAL REGULATIONS

Conor Byrne, Head of Finance and Procurement (HOFPP), requested that the Committee agree the Financial Regulations and to recommend to the Fire Authority for approval.

The Financial Regulations reflected not only the new committee structure of the Fire Authority but also the corporate vision of devolved decision making, responsibilities and accountabilities. More autonomy would be given to individual Fire Stations and therefore staff would require budget monitoring and financial training.

The aim of the Financial Regulations was to provide Officers and Members with a financial framework within which they could operate to deliver the corporate objectives as set out in the Corporate Plan. For example, the Regulations emphasised the importance of ensuring that the Corporate Plan, IRMP and Medium Term Financial Plan were all aligned.

Financial planning was key to managing financial risk and achieving value for money and therefore the Financial Regulations emphasised the need for all Officers and Members to think about broader financial impacts of decisions across the organisation and into the future. By following this approach the Financial Regulations were much more than simple adherence to an abstract set of policies and procedures.

The Financial Regulations also looked at the responsibilities of each Committee. The role of Audit and Governance would be to anticipate future risks in relation to funding streams, involvement in the financial cycle which would include budget setting, borrowing requirements and the Financial Code. The Committee would also look at quarterly monitoring reports and the Statement of Accounts at year end. The Financial Regulations would be considered by Audit and Governance Committee on an annual basis to ensure that they remained fit for purpose.

Councillor Iain McCracken noted that there was a Member Champion for Collaboration and he asked if updates on that work would be brought to Audit and Governance Committee. It was confirmed that that would be the case. Councillor McCracken referred to page 82 of the agenda where it was noted that a report on the Treasury Management Strategy for the coming year would be considered by Management Committee prior to submission to the Fire Authority for approval. He felt that this was something that would be appropriate for Audit and Governance to look at. The HOFPP agreed that issues around risk such as changes in interest rates or how the programme could be funded would be appropriate for Audit and Governance. Page 83 section 5.3 set out the Devolved Budget Arrangements and Councillor McCracken asked if a report could be brought to a future Audit and Governance meeting on how the Fire Authority could keep a watching brief on the budget scenario.

FR to action

RESOLVED that:

- The Financial Regulations be agreed;
- The Fire Authority be recommended to approve the Financial Regulations.

11. EMERGENCY SERVICES MOBILE COMMUNICATIONS

Dave Myers, Area Manager, updated the Audit and Governance Committee on the Emergency Services Mobile Communications (ESMC) project.

A new arrangement was being developed using a mobile phone system and this new format would be delivered over the next two years. The South Central Group, which included five fire authorities, would be the third to transition (the North-West area would be the first, followed by London). The project was being internally managed by a Project Group who had created a Project Initiation Document which identified the risks and which had been included on the Corporate Risk Register. Each Fire Authority had taken a particular focus and RBFRS was focusing on the Thames Valley Fire Control.

It was noted that there was some uncertainty in the programme particularly around procurement. The hardware required by the various services might be different but there would be a shared procurement framework in place.

Dave Myers confirmed that an external audit had been commissioned and a report was due at the end of the following month.

The five fire authorities were recruiting a Programme Manager through a Government grant.

Councillor Philip Mirfin noted that Airwave had had a lot of problems and he asked if the lessons learnt from that had been taken forward on the risk register. It was confirmed that that was the case and that there were a number of local internal risks as well as regional. The Home Office had provided added assurance to RBFRS that the problems were being addressed. Nikki Richards confirmed that the market capacity/supplier of products was on a critical path. The Air contract had been extended to 2020 and as RBFRS was not in the first transition it would therefore have a bit more time to prepare. She confirmed that the system would not go 'live' unless it was ready and fit for purpose. Risk was an area which was being pushed hard on the programme. There were also concerns in relation to the Control Room.

Councillor Adrian Edwards referred to the west of the area in West Berkshire which was predominantly rural. Mobile coverage in these areas were patchy at best and he asked for reassurance that that issue had been taken into account. Dave Myers confirmed that the North-West area had carried out some preliminary testing which had been found wanting. The provider would need to erect a number of new masts. A large amount of investment would be required in relation to the infrastructure from the Home Office. Nikki Richards confirmed that this was a Home Office top down project and therefore the Fire Authority had little influence over it. The Fire Authority could refuse to take part but it would then be on its own.

Councillor Philip Mirfin stated that the Risk Register would need to include timescales as some financial mitigation would be required if RBFRS was not ready to transition in 2020 as the price would almost certainly go up. Nikki Richards agreed that some financial provision would need to be made as there was some uncertainty around how much funding the Fire Authority would receive.

Councillor Iain McCracken asked when this project had initially started as he was concerned that it seemed to be dragging on and there was still no clarity

around some of the fundamental areas. Nikki Richards confirmed that it started two or three years ago and she reassured Councillor McCracken that this project was being monitored closely. Councillor McCracken asked how much slack there was in the system. It was confirmed that the South Central team would keep an eye on what was happening in the North-West and how they were progressing. Councillor McCracken asked if it would impact on any vehicles RBFRS might require in the same time frame. Dave Myers confirmed that Hampshire was also involved and they also fitted out the vehicles used by RBFRS and therefore there was some synergy. However, it was not yet known which devices would be used and therefore some future proofing was required. The communications would be installed after procurement and could be stripped out and replaced if necessary. Four new pumps would be needed in that window and there was a considerable lead in time from vehicle design to completion.

Councillor Iain McCracken asked whether planning permission would be required for any new masts and whether it would be possible to use existing masts. Nikki Richards stated that a considerable number of new masts would be required but that there had been talk at one stage about not needing to go through the planning process.

Councillor Adrian Edwards queried what would happen if the new system did not work and whether the old kit would be retained. Nikki Richards responded that there would be a considerable amount of testing prior to going live and that the new system would be phased and would therefore run in parallel for a period of time. The Control Room would need to be ready in September 2017 and therefore the necessary testing for that would need to be put in place. EE had the network contract and Motorola had the contract for devices. There would be some element of competition as slightly different functionality would be required for each service.

Councillor Philip Mirfin advised that there had been problems with masts in the past and it would be necessary to ensure that local authority thinking was correct. Nikki Richards confirmed that she would feed back to the Area Lead about the concerns around this area.

NR to action

Councillor Iain McCracken asked if this could be included as a regular agenda item on future Audit and Governance Committee meetings.

FR to action

RESOLVED that:

The update was noted.

12. OPERATIONAL RISK AUDIT

Dave Myers, Area Manager, informed the Audit & Governance Committee of the outcomes of an audit of Operational Risk Information within the Fire Authority.

As part of the 2014/15 Royal Berkshire Fire and Rescue Service Audit programme, an audit of how operational risk information was managed and processed had been undertaken by the Performance Review Department. Four recommendations had arisen from the report and it was noted that all the recommendations had been completed and the report was being submitted to the Committee for completeness of the audit process. The four recommendations were:

- To ensure that all high and very high risks were updated in the prescribed timescales by the Ops Support Department;
- To ensure that all high and very high risks were visited in the prescribed timescales as per policy by all watches at the station on which ground the risk resided and that this was correctly recorded on Firewatch;
- All personnel were competent in the operation and retrieval of risk information via the vehicle mounted data system (VMDS). It was the recommendation of the auditor that the repeat frequency of the use of the VMDS within the training requirement index was amended to reflect a monthly familiarisation;
- To ensure that all personnel were familiar with the reporting and collecting information paperwork for risks within their area of responsibility.

Councillor Iain McCracken stated that it would be useful to include a diagram of the dataflow in future reports. Dave Myers confirmed that this type of report had been superseded and an updated version would be provided in the future.

RESOLVED that:

- The outcomes of the Audit report as set out in Appendix A be noted;
- It be noted that all actions had been completed.

13. TRANSITION FUND UPDATE

Conor Byrne, Head of Finance and Procurement (HOFP), informed the Committee of bids which had been approved from the Transition fund and expenditure to the end of Quarter 4 of 2015/16.

As part of the 2015/16 Budget, the Fire Authority had approved the setting up of a £2 million Transition Fund in order to redesign the service to achieve the new strategic direction and balance the budget in the medium term. There were various categories of possible expenditure and each bid for transition funding had been considered by the Corporate Management Team. Bid submissions and CMT's approval decisions were set out in Appendix A.

It was noted that some bids had been rejected by CMT as not suitable for financing from the transition fund as they did not meet the required criteria. However, where the proposed project had been felt to be of value, funding from existing budgets had been approved instead.

Councillor Iain McCracken asked what would happen to any underspends. It was advised that they would go back into the pot. It was queried whether the posts referred to in the list of bid submissions were temporary or permanent. The HOFP confirmed that they were all temporary posts.

It was noted that there was still a considerable amount of money still to be spent but the HOFP confirmed that there had been a number of further bids submitted since March 2016.

RESOLVED that:

- The report be noted.

14. QUARTERLY PERFORMANCE REPORT (2015/16) – QUARTER 4 (JANUARY- MARCH 2016)

Simon Jefferies, Area Manager, provided Audit & Governance Committee with an overview of performance for the fourth quarter of 2015/16 (January-March 2016).

The report set out performance in four key areas:

- Service provision targets
- Corporate health targets
- Organisational Development and IRMP Priority programmes
- Corporate Risk

Simon Jefferies advised that there had been an issue in the past with data inputs being unreliable due to the differences between the old and new mobilisation systems. The system was still reliant on some manual processes to feed data into reporting systems. Plans were in place to simplify data flow systems and the aim was to ensure that all reporting took place through SQL, a system designed for managing data, rather than from an Access database. Work on the SQL feeds had taken time to start and update. Work would continue on migrating these reports into SQL at which point the Performance Team would be developing new reporting systems which would use the analysis of trends to assist managers in making timely decisions to meet their objectives.

There had been a continued improvement to a number of TVFCS Service Delivery measures for time to answer calls and mobilise assets which was due to increased confidence and competence in the use of the 'Vision' system and improvements made to systems.

Retained Duty System (RDS) establishments had benefitted from recent streamlined recruitment processes, however, the measures for RDS establishment and RDS appliance availability were still falling short of targets. A Project Initiation Document had been presented to IRMP programme board setting up a project to revitalise and make improvements to RDS recruitment and retention.

Overall, the total number of accidents had fallen across the year to 76 from 83 in 2015/16. However, the number of RIDDOR accidents exceeded the target by one with a total of nine.

The Committee went through the various appendices in detail and the following were the key highlights:

- The number of casualties in dwelling fires had fallen to 20 from 26 in 2014/15.
- There had been a continued improvement in call handling and mobilising times in Q4.
- The percentage of dwelling fires that RBFRRS attended where there was no smoke alarm installed had achieved a 2.7% improvement on the previous year, with a year end outturn of 14.7%.
- During 2015/16 the number of premises requiring informal activity following a

fire safety inspection increased by 107 compared to 2014. In addition, those requiring formal activity also increased by 33% to 22. The risk based inspection programme, which targeted businesses who might be more at risk of not complying with the Regulatory Reform Order, was starting to have a positive effect.

- The percentage of working time lost to sickness had continued to improve in Q4 with 3.92% of working time lost. Short term sickness had also improved. It should be noted, however, that Control sickness continued to rise.
- Contracted spend had continued to improve and had exceeded the target set for 2015/16 by 5.5%.
- There were six fire related fatalities in Berkshire during 2016 and five of these were in dwellings. Four of the five deceased would have been categorised as vulnerable to RBFRS and were known to other partner agencies. A partnership review had taken place and a series of training sessions for staff from other frontline services had commenced, alongside information sharing with South Central Ambulance Service and usage of Safer Data.

It was queried why there were so many fire related fatalities in Berkshire. Mark Gaskarth confirmed that the last five years of data had been considered and mapped. 20 deaths had been looked at in detail and it was noted that the majority of those related to vulnerable people who were probably already dead before the call was made to the emergency services as they could not get out of the property. In learning from this there was a need to work with other agencies to reduce the chance of fire. He was regularly in contact with the Director of Public Health in order to work more closely going forward. Particular focus and aspiration would be necessary to reduce the number of fire related fatalities over the next few years.

Councillor Adrian Edwards referred to page 120 of the agenda which set out the number of people killed or seriously injured on Berkshire's roads. This number was increasing due to the fact that there seemed to be an insufficient number of Traffic Police on the M4/A34. He himself had witnessed some appalling driving and he wondered if further co-operation could be received from the Police to reduce numbers. Simon Jefferies confirmed that the age group of 15 to 24 had been targeted in relation to road safety in conjunction with Thames Valley Police. Not every local authority had a Road Safety Manager in post and therefore this made things more difficult. A lot of vehicles passed through Berkshire on their way to other locations and it was difficult to reach those. Councillor Edwards stated that the local authority was trying to raise awareness of cyclists in West Berkshire as there had been two fatalities in recent times.

Councillor Ishrat Shah referred to vulnerable people living alone and asked if they were being provided with advice or training. Mark Gaskarth stated that people were living longer now and were spending more time at home. There were things that could be done with new technology and a number of devices were being trialled. These devices did cost money and therefore there was a need to ensure that they were placed where they were needed. Councillor Shah also noted that there were a number of young children who were also vulnerable and she asked if any training was being provided in special needs schools. Mark Gaskarth confirmed that devices were available for those who were hard of hearing but he would look into what else could be done for vulnerable young

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children. It did not appear to be a specific issue in Berkshire but there was a risk.

Councillor Philip Mirfin asked if there was any pressure that the Fire Authority could apply in relation to Care Homes in order to ensure that sprinklers were fitted. Mark Gaskarth confirmed that there was not a requirement to fit sprinklers but he agreed that some element of education was required. Work was being undertaken with Hampshire who were promoting a less costly system and the Fire Authority also worked with local authorities. Councillor Mirfin agreed that he would like to see more effort from local authority planning departments. Nikki Richards confirmed that the Chief Fire Officer had recently been in discussion with local authorities and building regulators to promote the use of sprinklers but it was not possible to legally require them to install them.

Councillor Adrian Edwards referred to Control Room staff where there appeared to be a high level of sickness and he asked if they received regular breaks. Mark Gaskarth confirmed that staff in the Control Room did take regular breaks but that this was dependent on how many staff were on duty. Sickness levels were being managed carefully and support was available for Managers. Use had been made of a Health and Safety Advisor to support individuals and sickness was now coming down as a result of some of those interventions. In response to a query it was noted that there were 36 members of staff in the Control Room team and Becci Jefferies confirmed that there were a number of ergonomic factors which could be used to control the environment.

(Councillor Carol Jackson-Doerge left the meeting at 8.27pm)

Councillor John Ennis asked if there was an issue with stress. It was confirmed that as part of the sickness monitoring procedure trends and categories were looked at with the focus around trends. Mental health had been a particular focus and an action plan had been produced which included activities and support. Core skills training would also focus on resilience. A comprehensive suite of interventions and activities were available for use. Councillor Ishrat Shad stated that people were working longer hours and prevention was always better than cure and she felt that staff should be able to go outside for a break as and when necessary. Becci Jefferies responded that there was limited ability to do that in the Control Room environment. The Fire Authority did have flexible working arrangements in place and a lot of the policies were family friendly and flexible.

In relation to the Corporate Risk Register Councillor Iain McCracken asked how one would get from the Inherent Score to the Treated Score. Simon Jefferies advised that the Inherent Score was without treatment or mitigation. Councillor Adrian Edwards asked how the standards had been set. Simon Jefferies confirmed that risk owners would follow a matrix combined with their professional judgement. Councillor Philip Mirfin noted that there did not appear to be any financial mitigation. It was noted that in quarter two additional columns would be included which would provide additional information.

Councillor Iain McCracken asked if there was a timeline for risks going from amber to green. For instance on page 171 Item 235 was hovering between red and amber. Nikki Richards stated that some risks never get to green as the risk is low. This was a first stab at the Corporate Risk Register and that it would evolve over time. Simon Jefferies confirmed that a score of 17 or under meant that the risk could be dealt with by Heads of Service themselves. The Risk Register was reviewed at CMT on a monthly basis and there was some

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guidance on how long a review date should be. Councillor McCracken accepted that some risks would never go away and congratulated Officers as this was a vast improvement on what had previously been provided.

Councillor Ishrat Shah felt that more training/workshops around the risks of fire should be provided in schools. Mark Gaskarth confirmed that this work was already being done in schools with a focus on fire and road safety. There would soon be a new education facility in Swindon which would hopefully be better able to engage with young people.

Councillor Iain McCracken confirmed that where an end date was imminent or just gone he would query them and he did not mind if a further column was inserted in the document to include a revised date if necessary.

RESOLVED that:

- That the report be noted.

15. DATE OF NEXT MEETING

Wednesday 28th September 2016 at 6.30pm, Room 301, Brigade Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD

16. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following Agenda Item on the grounds that it involves the likely disclosure of exempt information, as defined in Paragraphs 1, 2 and 3 of Part I of Schedule 12A of the said Act indicated and is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

17. PART II MINUTES OF THE MEETING HELD ON 23RD MARCH 2016

RESOLVED that:

- The Part II Minutes of the meeting held on 23rd March 2016 be confirmed as a correct record and signed by the Chairman.

(The meeting concluded at 8.50 pm)