

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



Held on 30 March 2015 at 6.30pm

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

**Members:**  
(\* present)

- Councillor Frank Abe
- \* Councillor Debs Absolom
- \* Councillor John Lenton
- \* Councillor Iain McCracken, Chairman
- \* Councillor Eileen McElligot
- \* Councillor Ishrat Shah
- \* Councillor Alan Ward
- Councillor Richard Willis

**In Attendance:**

- Conor Byrne (Senior Accountant, SA)
- Trevor Ferguson (Deputy Chief Fire Officer, DCFO)
- Moira Fraser (Clerk)
- Maria Grindley (External Auditor, Ernst & Young)
- Alan Grizley (Baker Tilly)
- Paul Maynard (Area Manager – Response , AMR)
- Andy Parsons (Interim Head of Estates, IHE)
- Nikki Richards (Interim Head of Strategic Planning and Programme Management, IHSPPM)
- Fayth Rowe (Committee Officer, CO)
- Andrew Vallance (Director of Resources, DR)

## Action

### 263. APOLOGIES FOR ABSENCE

Apologies for inability to attend the meeting had been received from Councillors Frank Abe and Richard Willis.

### 264 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.

### 265. MINUTES OF THE MEETING HELD ON 10 DECEMBER 2014

#### Resolved:

That the Minutes of the meeting held on 10 December 2014 be approved as a true and correct record and signed by the Chairman.

## **266. CONSIDERATION OF ANY MATTERS PROPERLY REFERRED TO THE COMMITTEE FOR DECISION**

None referred.

## **267. INTERNAL AUDIT PROGRESS REPORT**

Andrew Vallance (Director of Resources, DR) and Alan Grisley informed the Committee of the progress to date with the Internal Audit Plan for 2014/15.

The Internal Audit Plan had been approved by the Audit and Governance Committee on 12<sup>th</sup> March 2014 and the latest progress report was attached as Appendix A. The Risk Management and Governance Audit Report was attached as Appendix B and the Key Financial Systems Audit Report was attached as Appendix C.

Mr Grizley confirmed that the approved programme of internal audit had been completed with the exception of the audit of IT systems. He noted that this audit had been completed and that the ensuing report would be issued shortly.

A number of recommendations had been made relating to the format of the risk register during the audit of this area. This included recommendations relating to the scoring mechanisms and changes to the Risk Management Policy. The recommendations also included allocating resources to manage this process.

Mr Grizley drew Members' attention to the Action Plan on pages 6 to 12 of the document.

- Recommendation 1.1 set out suggested amendments to the Risk Management Policy.
- Recommendation 1.2(a) set out suggested amendments to the risk register to ensure that risks identified were escalated through the organisation and that the layout of the registers included assurances.
- Recommendation 1.2(b) referred to changes to the format of the Strategic Risk Register and that this should be developed by Senior Managers and Members following a strategic risk identification session.
- Recommendation 1.3 recommended a review of the resources around risk management. An identified resource would help to drive forward the changes required.
- Recommendation 1.4 explained that once the new policy was agreed all entries would need to have a set of actions attached to mitigate the risk where the risk was above the accepted level. The authority would also have to ensure that the management of risks was appropriately assigned.
- Recommendation 1.5 related to the procurement of a software package to improve reporting.

The Chairman asked the DCFO if he supported the recommendations and he confirmed that he did. In response to a query about the issues around risk management the DCFO explained that, as with many organisations, this was an emerging area of work. A specialist in risk management had undertaken the audit and they had therefore been very helpful in developing a more robust approach for the authority.

The Chairman thanked all those involved with the internal audit programme.

**RESOLVED that:**

The report be noted.

**268. PROPOSED AUDIT REPORT 2015/16**

Trevor Ferguson (DCFO) presented a report which proposed the areas which would be subject to internal and external audit in 2015/16.

The first group of audits would be conducted by the external auditor, Ernst and Young, who were appointed to give statutory assurance over the Authority's financial accounts and use of resources. The work would begin in April 2015 and the audit of accounts would be undertaken during July 2015. The Audit and Governance Committee would receive confirmation of the outcomes from the work in September 2015, in advance of the formal approval of the accounts at the following Fire Authority meeting.

The second group of audits would be conducted by Baker Tilly, the RBFA's contracted internal auditors.

The RBFRS Performance Review Team would also undertake up to seven internal audits. As 2015/16 would be a planning year, it was proposed that three audits were agreed with the provision of four "call off" audits to be determined based on potential areas of risk identified throughout the year.

*(Councillor Ishrat Shah arrived)*

Councillor Alan Ward raised concern that Performance Development Interviews (PDIs) were not being undertaken for all employees. Officers explained that there had been a significant increase in the number conducted during the last quarter. This was an area being focussed on by the Strategic Performance Board and they sought to reassure Members that this area would continue to improve going forward. Councillor Ward stressed that there were two areas of management that needed to be focussed on namely PDIs and Return to Work interviews.

Maria Grindley noted that she had a duty to raise a number of key areas with Members. The external auditors had a duty to validate their assessment of the financial statement risks facing the authority.

Ms Grindley highlighted the following significant risk for the authority. The most significant risk was around the ability of management to override accounting records either by preparing fraudulent financial statements or by overriding controls. To date no such manipulation had been identified.

Other risks included the fact that the authority had a new Monitoring Officer, there were risks associated with the fire fighters pension fund (injury risks) and risks around the joint control team.

Members also considered the internal audit plan and queried why contract management was not included in the plan for 2016/17 and 2017/18. Mr Grizley stated that there was no deliberate reason for its exclusion and that if necessary this could be revisited.

The Chairman requested that risk analysis be added to the plan for 2015/16 to 2017/18 as an area for audit.

Members raised concerns about the process of identifying 'call off' audits and

requested that recommendation 2.2 be amended.

**RESOLVED that:**

- (a) the proposed areas of audit as summarised in Appendix A be agreed;
- (b) the provision of four 'call off' audits nominated by the Audit and Governance membership be agreed based on the assessment of potential areas of risk during the year.

**269. PEER REVIEW IMPROVEMENT PLAN**

Trevor Ferguson (DCFO) provided Members with an overview of the RBFRS's response to the recommendations made following the February 2014 Op A Peer Review. He reminded Members that the final report had been received in September 2014 and since that time the Corporate Management Team and Heads of Service had been developing and implementing an action plan (Appendix A) to address the recommendations. An updated action plan was tabled at the meeting.

The DCFO noted that some of the recommendations were quite broad and would require significant cultural changes within the organisation. Some of this work would be undertaken through the Organisation Development Programme.

Members were being asked to move the recommendations as well as to note the progress that had already been made. The DCFO noted that it had originally been envisaged that the Peer Review Team would be asked to return in September or October and he queried whether Members still supported this proposal. Members confirmed that they did.

Members queried how the tabled action plan differed from the original supplied. Officers explained that some dates had been amended. The Chairman requested that an additional column titled 'forecast date' be inserted as not all original dates within the document would be met. This would provide Members with clarity.

**RESOLVED that:**

- (a) the action plan designed to address the recommendations of the 2014 Op A Peer Review as tabled in the tabled Appendix A be agreed;
- (b) the progress to date be noted.

**270. CORPORATE PLAN FRAMEWORK 2015-2019**

Trevor Ferguson (DCFO) and Nikki Richards (IHSPPM) provided the Committee with an outline structure for the new Corporate Plan 2015-2019. The plan would be aligned to the Comprehensive Spending Review period. The plan would be a suite of strategies, policies and plans which would cover the breadth of the organisation and would be the framework which decision making would be based upon. The plan would be refreshed annually to ensure it remained fit for purpose.

The framework was made up of 9 sections namely: Forward, Your RBFRS, Vision, Commitments and Narrative, Work Programme Delivery Model, Planning Framework, Resources, Performance Monitoring and Assurance & Governance.

The last two areas (Performance Monitoring and Assurance & Governance) would be key areas for this Committee. In terms of Performance Monitoring a framework had been developed comprising 37 measures and these would be divided into 4

key areas: risk, corporate health, priority programmes and service delivery.

One of the policies included in the framework was the revised Organisational Risk Management Policy. The draft document was still to be agreed by the Corporate Management Team the following day. The Committee was asked to note the draft policy and feedback any comments. The policy had been designed to address many of the recommendations from the recent internal audit of risk management. Officers had however decided that at this point they would not be purchasing a software package to assist with reporting. They felt that it would be remiss of them to spend money on a package until an approach had been agreed. The documents would however be logged electronically.

**RESOLVED that:**

- (a) the Audit and Governance Committee recommend the Corporate Plan Framework 2015-2019, as summarised in Appendix A, to the Fire Authority for approval;
- (b) the draft Risk Management Policy in Appendix B be noted.

**271. DRAFT AUDIT AND GOVERNANCE COMMITTEE ANNUAL REPORT 2014/15**

Councillor Iain McCracken (Chairman) presented a draft report regarding the activity of the Audit and Governance Committee over 2014/15.

The Committee had met on all four of the scheduled meetings dates for the year. All meetings had been quorate, however not all Committee Members attended every meeting and quoracy had on occasion been due to the attendance of substitute Members.

The Committee considered not only the regular standing items but also received annual reports and reports on single items.

The Chairman was pleased to note that the Authority's external auditors issued an unqualified opinion on the annual accounts and concluded that the Authority had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

The Chairman also noted that as the authority's representative on the Fire Commission he had produced a set of notes that had been circulated.

**RESOLVED that:**

The format and content of the draft annual Audit and Governance report be agreed for submission to the Fire Authority.

**272. ANNUAL REPORT ON GOVERNANCE – INCLUDING MEMBER ATTENDANCE**

Trevor Ferguson (Monitoring Officer) provided the Committee with the Annual Report on Governance Including Member Attendance.

No complaints were received against Members during 2014/15.

The latest Scheme of Allowances was adopted on 25 September 2013 and it did not need to be reviewed until 2017.

Attendance had generally been good, no meetings were inquorate and all business

was able to be conducted. Apologies, when received, were generally in good time and there were some occasions when apologies were not received.

The increased utilisation of substitutes was identified as a recommendation.

No dispensations had been requested of the Monitoring Officer.

**RESOLVED:**

- (a) that the report be noted;
- (b) that it be noted that Member dispensations granted for the year would be reported to the Annual meeting of the Fire authority on the 24 June 2015;
  - the report be noted;
  - the Members' allowances received for the period of June 2014 to May 2015 be noted;
  - the 2014-15 attendance record of the RBFRS Members be noted.

**273. OUTCOME OF FLOODING DEBRIEF (2014)**

Paul Maynard (Area Manager - Response) provided the Committee with the Outcomes of Flooding Debrief which included 33 learning opportunities to improve operational practice for any future similar events and identify suitable equipment to meet the demands of such an event.

During December and January 2013/14 372mm of rain had fallen on southeast and central southern England. In Berkshire this had resulted in wide area flooding seriously impacting on communities in three of the Berkshire Unitary Authorities. A major incident was declared on 7<sup>th</sup> February 2014 and RBFRS became fully involved in a multi agency response to assist the flooded communities.

Two forward command points were established at Newbury and Windsor fire stations; each of these were linked into the multi-agency tactical command centres established in West Berkshire Council Headquarters and Windsor Police Station.

The RBFRS Corporate Management Team agreed the plan for an internal structured debrief of the work of the service throughout the flooding event. The learning opportunities were grouped under headings

- A. General Feedback
- B. Mobilisation and Information Before Arrival
- C. Specialist Appliances
- D. Incident Command Structure
- E. Functional Logistics
- F. Corporate, Media, Operational and Technical Communications
- G. Procedures
- H. Personal Protective Equipment (PPE)
- I. Personnel
- J. Safety
- K. Training Needs

## L. Welfare

An Action Plan had been assembled as Appendix A and provided an update for the progress of each action.

The AMR noted that equipment had now been purchased so that a twin response could now be dealt with. Going forward areas that would be improved included that partners would be more prepared, resources would be accessed quicker and people would be better informed. Opportunities for sharing resources such as equipment with partners would also be looked into. These issues were being looked at by the Flood Incident Group. The authority had also been well perceived in the national HVP audit.

The Chairman queried where gold command was usually located. Officers noted that this was generally at Kidlington but investigations were being undertaken to see if a room could be used at the RBFRS Headquarters.

Councillor John Lenton noted that during the flooding it had become apparent that much of the authority's fleet was too low and that there were issues around mobile phones. He queried why these issues had not been anticipated before the event. The AMR noted that it was the scale and duration of the event which were unprecedented which had caused much of the problems. Work with partner organisations was however ongoing so that they would be better prepared and able to provide a joined up response. Work was also ongoing with local volunteers to capture their knowledge to include that in planning preparation. National organisations such as NCAP had also had to revise their strategies.

### **RESOLVED that:**

The corrective actions and associated progress to date following the flooding debrief report produced in June 2014 be noted.

## **274. MANAGEMENT OF ROAD RISK**

Andrew Vallance (DR) introduced the report which set out the outcome of the Management of Road Risk Audit.

The DR noted that an opinion of limited assurance had been issued. He pointed out that the authority had a very good record in terms of claims. A group was being set up to look at best practice. The group would be cross cutting across directorates in an effort to get different parties to work together. The DR noted that there were existing policies in place but that these were not always being adhered to. Work would therefore be undertaken to publicise the policies and to co-ordinate efforts under it. This was an issue that was very high up the risk register.

### **RESOLVED that:**

The results of the Management of Road Risk Audit and the associated action plan be noted.

## **275. THAMES VALLEY FIRE CONTROL SERVICE (TVFCS) UPDATE**

Trevor Ferguson (DCFO) explained that the Thames Valley Fire Control Service programme had commenced in February 2011 with full Fire Authority approval being granted in July 2012. At the outset an anticipated 'Go Live' date was scheduled for April 2014.

## DRAFT

The programme team was initially headed up by DCFO Olaf Baars as the Senior User with AM Bryan Morgan taking on the roles of the Senior Responsible Owner, Business Change Manager and Premises lead. Councillors Angus Ross and Dr Paul Bryant were Members of the overarching governance group (Programme Sponsoring Group) as RBFA representatives.

The tender for the mobilising system was awarded to Capita Secure Information Solutions in 2012. It became increasingly clear that due to the number of projects that Capita were involved with they would be unable to meet the required deadlines and accordingly in December 2013 an announcement was made delaying delivery of the programme until December 2014.

Following the delayed move to the new Service Headquarters it became clear that BT / Openreach would be unable to meet the required deadlines. Effectively BT / Openreach were unable to provide a route for the diverse systems required by the TVFCS Control Room and they were unable to meet any of their own timescales.

On the 8<sup>th</sup> November 2014 a delay announcement was made for the Thames Valley Fire Control Service (TVFCS) due to a failure of BT / Openreach to install the required level of connectivity to the new Control Room in Newsham Court. The announcement indicated a revised 'Go Live' date at the end of March 2015 subject to satisfactory Site Acceptance Testing results.

The failure of BT / Openreach was escalated to ministerial level with MP Ed Vaizey calling senior BT Officials to account at a meeting in the House of Commons attended by our Chairman. BT acknowledged their failings and a revised BT structure was implemented that vastly improved their programme management and enabled them to deliver the solution in December 2014.

Once the network issues with BT had been resolved Capita were able to begin their installation and testing regime in Newsham Court, this was two months late. This culminated in a series of Site Acceptance Tests (SAT's) of the Vision DS Mobilising System which commenced on the 23<sup>rd</sup> February 2015.

During the testing three significant faults were discovered:

- A failure of the system to correctly create an incident
- A failure of the audible system which would have left a permanent ringing noise in Control Room Operator headsets
- A failure to correctly send notification messages to Officers

These three faults were deemed to be unacceptable and Capita commenced work on a software upgrade that was installed on the 9<sup>th</sup> March 2015. Capita had produced and tested the software upgrade at their Offices and the authority was assured it would resolve the issues.

As this was not a brand new system and was already in use elsewhere in the Country Officers believed this would be a straight forward resolution. However testing of this software upgrade commenced on the 10<sup>th</sup> March and whilst two faults had been rectified an additional three faults became evident.

In light of this on the 11<sup>th</sup> March it was decided by the Programme team that a full set of SAT's needed to be run to ensure the system was fit for purpose and offered the correct level of functionality upon 'Go Live'. The re-running of the full suite of tests was determined to be the only viable solution to offer full confidence in the

system and to reduce the risk to this Authority.

Due to OFRS agreeing to release their Control Room staff on the 31<sup>st</sup> March 2015 this delay would require Oxfordshire FRS to instigate a contingency arrangement whereby RBFRS Control Room staff would be call handling for OFRS with all calls being passed to the OFRS Control Room for mobilising and incident management.

Capita have now been requested to attend a meeting with both DCLG and CFOA to enable concerns to be expressed about their ability to deliver projects due to their very high involvement in several projects around the country.

The three CFO's have met with Capita Directors to express their concerns and also to gain an assurance of adequate programme resourcing by Capita. This appeared to have produced a benefit in that Capita had allocated additional resources to the programme at the expense of other projects.

Taking the above into account, together with the need for Capita to reallocate further resources to support this additional piece of work, combined with the Easter holiday period, the go-live date was moved to the 22<sup>nd</sup> April 2015. One of the drivers for the extended delay was that Capita were providing on-site support for the first eight days after 'Go Live' and they were unable to provide support over the Easter break.

The DCFO explained that while there were still a number of faults with the system they had all been risk assessed by the Programme team and categorised as an acceptable risk as they had a minimal effect on functionality. A number of these faults were of a 'cosmetic' nature. All outstanding faults had been allocated a fix date of either second or third quarter of 2015.

A review had been conducted of the contract with Capita and whilst there was the possibility of imposing sanctions and financial penalties at this stage it would result in a lot of legal wrangling that would delay delivery. Capita had already been informed that payments would be withheld due to the failure of some SAT items and that amount was to be assessed once the User Acceptance Testing was completed. Should there be a functional problem during UAT's Officers had informed Capita that we would be imposing penalty charges of £2.5k per day until satisfactory resolution was achieved.

The programme remained on budget and the steady state costs were forecast to come in under budget since the estimate in 2012.

Councillor Alan Ward commented that the position was as good as it could be given that Capita were the only providers.

The Chairman queried whether Officers were confident that the deadline of the 22 April would be met. The DCFO noted that there had been significant progress in resolving issues. He acknowledged that the delays had been very difficult for staff to deal with.

The Chairman noted that the discussion on contract penalties was on the back burner and that Members would take a view on this based on discussions with Councillor Ross.

**RESOLVED that:**

The update be noted.

## 276. FUEL AUDIT ACTION PLAN UPDATE

Paul Maynard (AMR) provided the Committee with an update on the Fuel Audit Action Plan conducted by the contracted internal auditor. Eleven recommendations were made; 2 were 'High', 3 were 'Medium' and 6 were 'Low'.

The AMR noted that all but one of the actions in the action plan had been completed and that it was anticipated that the outstanding action would be completed the following day.

The Chairman noted that additional resources would be required to enter all fuel purchases on to Fire Watch and to forward fuel card receipts onto the Transport Officer (ref 1,2 (c) on page 7 of Appendix A). He queried why this was the case. Paul Maynard would establish the reason and notify the Chairman.

**PM to  
action**

Councillor Alan Ward was not happy that the recommendation was merely to note the report. He stated that this was a significant issue. He noted that much of the action plan referred to systems and procedures and not to actions. This was an area where there was significant scope for fraudulent activity to take place. He stated that it was not an unreasonable requirement to ask employees to submit fuel returns. He stated that once employees became aware that this area was being monitored they were less likely to defraud the organisation. He queried whether further spot checks should be undertaken to ensure that procedures were being adhered to. He stated that the recommendation needed to be amended in order to provide the Committee with additional assurance.

Councillor Debs Absolom queried whether any employees had been caught 'stealing fuel'. Officers confirmed that nobody had been found to be stealing fuel. Councillor Ward retorted that this in itself did not mean that fuel was not being stolen. The Chairman stated that there was scope to tighten up on practice and noted that pumps had been purchased that would measure the amount of fuel issued.

Councillor John Lenton proposed that an additional recommendation be inserted setting out that spot checks should be introduced and that a system be approved by this Committee.

Andrew Vallance stated that the spot checks could be undertaken as part of the regular checks undertaken by the internal auditors.

Councillor Absolom stated that if Members were minded to introduce a process it should be streamlined so as not to be overly onerous for staff to undertake. Paul Maynard stated that this practice was do-able but that it would require a cultural change and would place additional responsibility on senior managers. The checks could be undertaken by the audit team.

### **RESOLVED that:**

- (a) the report be noted;
- (b) spots checks should be introduced and that these should be undertaken by the internal auditors;
- (c) a revised process should be brought to the Committee to agree.

## **277. EMERGENCY SERVICES MOBILE COMMUNICATIONS PROGRAMME**

Paul Maynard (Area Manager Response) informed the Committee of the progress of the National Emergency Services Mobile Communications Programme.

The ESMCP was a national Government-led programme designed to provide effective operational communications systems for all emergency services and responders. The Airwave contracts were due to expire at the end of 2016; the government was seeking to extend those contracts (for a period of three years plus 1) until the completion of ESMCP.

Lots had been offered on the 9 February 2015 and the bids received were set out in paragraph 3.7 of the report. The AMR noted that Airwave had not submitted a bid. Discussions would take place with the bidders with a view to reaching the best and final offer stage. It was hoped that this could be achieved by the late summer.

The South Central Fire Customer Group met for an implementation plan workshop to consider what areas of the proposed work could be collaborated on and with whom. The SCFCG had identified the need for a project manager as it was not possible to take the project forward alongside the 'day job'. It was being proposed that a project manager would be appointed from a group that had already completed the process.

The outcome was that the Chair wrote to all CFOs to update on progress and asked for clarification of the need of a project team going forward.

At the last meeting the local implementation plan had been discussed and 278 lines of work had been identified. Discussions on the various areas required and potential joint procurement had taken place. The AMR noted that it had been difficult to engage with South Central Ambulance Service and Thames Valley Police on this issue. The Chairman agreed to facilitate discussions with TVP.

**IM to  
action**

RBFRS was happy with the direction of travel and the AMR would be meeting with the ACFO the following day to talk him through the proposals. The AMR felt that there was no other option but to pursue this course of action and it was hoped that the position would become clearer by the summer. The scheme was not without risks. The AMR noted that any new Government might have a change of heart although he did not think that was likely. If the funding was to be revisited then the scheme would have to be delayed.

The Chairman noted the extension to Airwave's contract and stated that this should give the Central Group time to get the correct specifications in place. The AMR noted that the fire services were only a small part of this scheme and that business improvement would be discussed at the next meeting.

User Service days were being set up and representatives from the RBFRS would be attending a session later that week. It was anticipated that draft specifications would be available in July or August. The AMR was concerned about possible delays to the scheme and he undertook to keep Members informed of progress.

### **RESOLVED that:**

The report be noted.

**278. QUARTERLY PERFORMANCE REPORT (2014/15) QUARTER 3  
(OCTOBER-DECEMBER 2014)**

Trevor Ferguson (Deputy Chief Fire Officer) provided the Committee with an overview of RBFRS third quarter report for 2014/15.

Performance was split into three sections: progress against the 15 priority projects, the corporate risk register and an update on progress of internal audits

RBFRS used 34 measures at a corporate level to manage the performance of the service against the aims and objectives detailed in the Corporate Plan and Action Plan for 2014/15.

The DCFO stated that the development of the Strategic Performance Board (SPB) represented a significant step forward and would assist work around challenge. A number of actions had been agreed to explore areas of under performance and areas of high performance.

Members noted the performance against the targets.

**RESOLVED that:**

- (a) the performance and any corrective actions against 2014/15 targets be noted;
- (b) the progress made against the 15 priority projects be noted;
- (c) the Corporate Risk Register and the current position with internal audit be noted.

**279. DATE OF NEXT MEETING**

Monday 29 June 2015 at 6:30pm, Room 3101, Brigade Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire, RG31 7SD.

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

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 Items on the grounds that they involve the likely disclosure of exempt information, as defined in the paragraphs 1, 2, 3 and 4 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.

**281. PART II MINUTES OF THE MEETING HELD ON 10 DECEMBER 2014**

**RESOLVED that:**

The Part II Minutes of the meeting held on the 10 December 2014 be confirmed as a correct record and signed by the Chairman.

**282. REVIEW OF WOKINGHAM FIRE STATION AND BHQ PROJECTS**

The Committee considered this exempt report.

*(The meeting concluded at 8.16 pm)*