

## ROYAL BERKSHIRE FIRE AUTHORITY MEETING OF THE EXECUTIVE COMMITTEE - PART I



Held on Monday 17 July 2006

Strategic Command Centre (SCC)  
Brigade Headquarters, Dee Road, Tilehurst,  
Reading, Berkshire, RG30 4FS

**Those present:** Councillor Mike Adams (Member, Fire Authority)  
Councillor Christine Bateson (Member, Fire Authority)  
Councillor Jeff Brooks (Member, Fire Authority)  
Councillor Dr Paul Bryant (Chairman, Fire Authority)  
Councillor James Mole (Vice-Chairman, Fire Authority)  
Councillor Angus Ross (Member, Fire Authority)

**In attendance:** Iain Cox (Chief Fire Officer)  
John Daly (Facilities Officer)  
Lynda Kenyon (Committee Manager)  
Rosemary Lansdowne (Clerk and Monitoring Officer)  
Paul Southern (Senior Divisional Officer, Service Delivery)  
Des Tidbury (Assistant Chief Fire Officer)  
Andrew Vallance (Authority Treasurer)  
David Wallace (Director of Human Resources)

**In audience:** Andy Haste (Engineering Support Manager)  
Trade Union representatives  
UNISON representative

### 05.01.06 ELECTION OF CHAIRMAN

The Clerk and Monitoring Officer requested nominations for the position of Chairman of the Royal Berkshire Fire Authority Executive Committee for the ensuing year (2006/2007).

Councillor Mrs Christine Bateson proposed Councillor Dr Paul Bryant, and this was seconded by Councillor James Mole.

#### **The Executive Committee:**

- **Resolved** that Councillor Dr Paul Bryant be elected Chairman of the Executive Committee for the ensuing year (until the Fire Authority's Annual Meeting on 27 June 2007).

**Councillor Dr Paul Bryant took the Chair.**

### 05.02.06 ELECTION OF VICE-CHAIRMAN

The Chairman requested nominations for the position of Vice-Chairman of the Royal Berkshire Fire Authority Executive Committee for the ensuing year (2006/2007).

**Action**

Councillor Jeff Brooks proposed Councillor James Mole, and this was seconded by the Chairman.

**The Executive Committee:**

- **Resolved that** Councillor James Moles be elected Vice-Chairman of the Executive Committee for the ensuing year (until the Fire Authority's Annual Meeting on 27 June 2007).

**05.03.06 MEMBERSHIP OF COMMITTEE**

The Executive Committee:

- **Noted** the Membership of the Executive Committee, as resolved by the Fire Authority at its annual meeting on 28 June 2006, as follows:
  - Councillor Mike Adams
  - Councillor Mrs Christine Bateson
  - Councillor Jeff Brooks
  - Councillor Dr Paul Bryant
  - Councillor James Mole
  - Councillor Angus Ross

**05.04.06 APOLOGIES FOR ABSENCE**

There were no apologies for absence received.

**05.05.06 DECLARATION OF INTERESTS**

Having been reminded that, in accordance with the Fire Authority's Code of Conduct, Members were required to declare interests, which were Personal or Personal and Prejudicial, where appropriate. It was **Noted** that, on this occasion, there were no such declarations to be made.

**05.06.06 PART I MINUTES OF THE MEETING HELD ON 15 MAY 2006**

The Part I Minutes of the last meeting held on Monday 15 May 2006, having been previously circulated, were taken as read and signed by the Chairman as a correct record.

The Chief Fire Officer (CFO) confirmed that the performance figure referred to in the Corporate Plan's (2006-2007) Best Value Performance (BVPI) 207 (*number of fires in non-domestic premises per 1,000 non-domestic premises*) was correct, however this would be clarified further with the Auditors as it was still felt to be rather high.

CFO

The Assistant Chief Fire Officer confirmed that a wider selection of data to that previously supplied to Councillor Mrs Christine Bateson to support the number of calls requiring Slough fire appliances to attend incidents in Windsor and the calls received during busy traffic times, had been included within the presentation given to the Fire Authority at its meeting on 28 June 2006. Councillor Mrs Christine Bateson was still concerned with the accuracy of the data.

The Assistant Chief Fire Officer reported that confirmation had been received from Reading Borough Council that the consultation on the A329 Inner Distribution Road one-way (anti-clockwise) proposal would not change, and that the Royal Berkshire Fire and Rescue Service had withdrawn its objection on this basis.

#### **05.07.06 PAY DIFFERENTIALS WORKING PARTY - TERMS OF REFERENCE**

The Executive Committee was asked to approve the Pay Differentials Working Party Terms of Reference, as agreed by the Pay Differentials Working Party at its inaugural meeting on Wednesday 7 June 2006, and to consider that the Pay Differentials Working Party's remit should also include consideration of the use of HAY job evaluation and the pay practices of some other comparable Fire and Rescue Authorities.

The Director of Human Resources confirmed that the next meeting of the Pay Differentials Working Party would take place on Thursday 5 September 2006.

#### **The Executive Committee:**

- **Agreed** that the Pay Differentials Working Party's remit should also include consideration of the use of HAY job evaluation and the pay practices of some other comparable Fire and Rescue Authorities.
- **Approved** the Pay Differentials Working Party's Terms of Reference, with the inclusion of the above.

#### **05.08.06 CONSULTATION ON PROPOSED CHANGES TO THE LOCAL GOVERNMENT (EARLY TERMINATION OF EMPLOYMENT) (DISCRETIONARY COMPENSATION) REGULATIONS 2006**

The Executive Committee was advised of the proposed changes to the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations and asked to determine whether the Fire Authority would wish to participate in the associated consultation exercise.

Consideration was given to the implications of the draft Regulations, the Fire Authority's discretions, and whether the Fire Authority should respond to the consultation. The Director of Human Resources confirmed that the draft Regulations would require the Fire Authority to formulate, publish and keep under review their policy on compensation, which would be presented to a forthcoming meeting of the Executive Committee.

#### **The Executive Committee:**

- **Noted** the proposal to the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006.
- **Resolved** that the Fire Authority should not participate in the consultation exercise, and, as such, should not provide a response to the consultation.

#### **05.09.06 2007/08 BUDGET - APPOINTMENT OF SUB COMMITTEE**

The Authority Treasurer invited the Executive Committee to appoint the Members of the 2007/08 Budget Sub Committee to undertake a zero based budget exercise as part of the 2007/08 budget process and to agree the date of its first meeting.

Consideration was given to whether the Sub Committee should be time-limited and to its membership in terms of political representation. The Authority Treasurer confirmed that, at its first meeting, he would be presenting the budget in full, and asking Members to decide how they wished to examine each area of expenditure.

Councillor Jeff Brooks suggested that the membership should include a Labour representative, and this was **Supported**.

The Terms of Reference of the 2007/2008 Budget Sub Committee were **Agreed** as follows:

**1. Purpose:**

- 1.1 To examine the 2007/2008 base budget in detail.
- 1.2 To examine the rationale for the current level of reserves.
- 1.3 If appropriate, to make recommendation for change to the Executive Committee.

**2. Membership:**

- 2.1 There shall be 4 Fire Authority Members, with representation from each political group.
- 2.2 The Authority Treasurer shall be invited to attend, and other Officers shall be invited to attend, as determined by the Chairman.

**3. Chairman and Vice-Chairman:**

- 3.1 The 2007/2008 Budget Sub Committee will appoint a Chairman and Vice-Chairman.

**4. Quorum:**

- 4.1 The quorum for the 2007/2008 Budget Sub Committee shall be two.

**5. Status:**

- 5.1 The status of the 2007/2008 Budget Sub Committee is recognised as a Sub Committee of the Executive Committee.

**6. Frequency of Meetings:**

- 6.1 To be determined by the Chairman.

**7. Agenda:**

- 7.1 The Committee Manager will publish the Agenda 5 clear working days before a meeting is due to take place.

**The Executive Committee:**

- **Resolved** that Councillor Mike Adams, Councillor Dr Paul Bryant, Councillor James Mole and Councillor Mrs Christine Bateson be appointed to the 2007/08 Budget Sub Committee.

- **Agreed** that the first meeting of the 2007/08 Budget Sub Committee would take place on Friday 28 July 2006 at 9am (Strategic Command Centre, Brigade Headquarters).

#### **05.10.06 2007 WORLD RESCUE ORGANISATION EXTRICATION COMPETITION - SOUTH AFRICA**

The Chief Fire Officer provided a summary of the report presented and asked the Executive Committee's approval to making a Fire Authority contribution to the costs of sending the Brigade Extrication Team to compete in the 2006 World Rescue Organisation Extrication Competition. He confirmed that, following the event in October 2006, a report would be presented to the Fire Authority (FA) in December 2006.

(FA  
Agenda  
December  
2006)

The Chairman suggested that a 'good news' story should be circulated to the media, and the Chief Fire Officer supported this, and confirmed that a report of the event would also be included in the SHOUT magazine.

Corporate  
Comms.  
Manager

#### **The Executive Committee:**

- **Resolved** that an Authority contribution of £4,000 be made towards the costs of sending the Brigade Extrication Team to the 2006 World competition.

#### **05.11.06 BUDGET MONITORING**

The Authority Treasurer reported that the underspend had reduced slightly.

Councillor Jeff Brooks referred to the residential properties in Windsor and Newbury currently under consideration by the Royal Berkshire Fire Authority and, respectively, the Royal Borough of Windsor and Maidenhead and West Berkshire District Council. The Clerk and Monitoring Officer advised that this should not be considered further in Part I of the meeting.

#### **The Executive Committee:**

- **Noted** the 2007/07 Budget Monitoring report.

#### **05.12.06 CREWING LEVEL MONITORING**

The Chief Fire Officer advised the Executive Committee of the current crewing levels for Wholetime appliances, as detailed in the report presented. He referred to the improvement during the reporting quarter, and noted that the crewing levels had not fallen below the minimum levels for this period. Councillor Jeff Brooks was pleased that these levels were being regularly monitored, and that they were reported to each meeting of the Executive Committee. He suggested that this 'good news' should be circulated to the media, and the Chief Fire Officer supported this.

Corporate  
Comms.  
Manager

#### **The Executive Committee:**

- **Noted** the Crewing Level Monitoring report.

### 05.13.06 DATE OF NEXT MEETING

The next Executive Committee meeting will be held on:

- Monday 25 September 2006 at 6.30pm  
Strategic Command Centre, Brigade Headquarters

### 05.14.06 EXCLUSION OF PUBLIC

**The Executive Committee:**

- **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 items of business on the grounds that they involve the likely disclosure of exempt information, as defined in the paragraphs 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:
  - Part II Minutes of the meeting held on Monday 15 May 2006 (*Paragraphs 1, 2 and 3*)
  - 3-month progress update on Term and Reactive Maintenance Contracts (*Paragraph 3*)
  - Building and Surveying Facilities Management Contract (*Paragraph 3*)
  - Vehicle and Equipment Maintenance Contract - interim arrangements (*Paragraph 3*)
  - Vehicle and Equipment Maintenance Contract (*Paragraph 3*)
  - Purchase of training shoes (*Paragraph 3*)
  - Early retirements - secretarial staff (*Paragraph 1*)
  - Principal Officer car scheme (*Paragraphs 1 and 4*)
  - Further extension of Service (Firefighter) (*Paragraph 1*)
  - Retained Firefighters' Employment Tribunal Claim (*Paragraph 1*)

**Note:** The following is a summary of the items considered in the Part II Agenda of the Royal Berkshire Fire Authority's Executive Committee meeting held on Monday 17 July 2006:

### 05.15.06 PART II MINUTES OF THE MEETING HELD ON 15 MAY 2006

The Part II Minutes of the last meeting held on Monday 15 May 2006, having been previously circulated, were taken as read and signed by the Chairman as a correct record.

### 05.16.06 3-MONTH PROGRESS UPDATE ON TERM AND REACTIVE MAINTENANCE CONTRACTS

The Executive Committee **Noted** the 3-month progress report on Term and Reactive Maintenance Contracts.

**05.17.06 BUILDING AND SURVEYING FACILITIES MANAGEMENT CONTRACT**

The Executive Committee **Agreed** the recommendations presented.

**05.18.06 VEHICLE AND EQUIPMENT MAINTENANCE CONTRACT - INTERIM ARRANGEMENTS**

The Executive Committee **Noted** the information provided within the report.

**05.19.06 VEHICLE AND EQUIPMENT MAINTENANCE CONTRACT**

The Executive Committee **Noted** the information provided within the report, and resolved to award the contract for a seven-year period, commencing 1 September 2006, to the preferred provider, subject to further required clarification.

**05.20.06 PURCHASE OF TRAINING SHOES**

The Executive Committee **Resolved** that the contract for the supply of training shoes to the Royal Berkshire Fire and Rescue Service be awarded to the preferred supplier.

**05.21.06 EARLY RETIREMENTS - SECRETARIAL STAFF**

The Executive Committee **Agreed** the early retirement of a member of the secretarial staff on the grounds of the efficiency of the service.

**05.22.06 PRINCIPAL OFFICER CAR SCHEME**

The Executive Committee **Ratified** the current scheme and **Approved** that it be linked to inflation.

**05.23.06 FURTHER EXTENSION OF SERVICE (FIREFIGHTER)**

The Executive Committee **Resolved** to extend the service of the respective Firefighter by a period of 12 months, subject to a satisfactory medical examination.

**05.24.06 RETAINED FIREFIGHTERS' EMPLOYMENT TRIBUNAL CLAIM**

The Director of Human Resources provided an update from the Retained Firefighters' employment Tribunal Claim.