

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

Held on Monday 22 September 2008

Strategic Command Centre, Royal Berkshire Fire and Rescue Service  
Headquarters, 103 Dee Road, Tilehurst, Reading, Berkshire, RG30 4FS



**Those present:** Councillor Mrs Christine Bateson (Vice-Chairman, Fire Authority)  
Councillor Jeff Brooks (Member, Fire Authority)  
Councillor Dr Paul Bryant (Chairman, Fire Authority) (*Chairman*)  
Councillor Colin Dudley (Member, Fire Authority)  
Councillor Jagjit Grewal (Member, Fire Authority)  
Councillor Angus Ross (Member, Fire Authority)

**In attendance:** Gene Ashe (Area Manager, Prevention and Protection)  
Olaf Baars (Deputy Chief Fire Officer)  
Iain Cox (Chief Fire Officer)  
George Cross (Area Manager, Support Services)  
Lynda Kenyon (Committee Manager)  
Andy Mancey (Area Manager, Response)  
Caroline Redzikowska (Clerk and Monitoring Officer)  
Paul Southern (Assistant Chief Fire Officer)  
Andrew Vallance (Authority Treasurer)  
David Wallace (Director of Human Resources)

**Observers:** Fire Brigades Union representatives  
UNISON representative  
Royal Berkshire Fire and Rescue Service Officers

At the invitation of the Chairman, Eduardo Cardoso (Fire Brigades Union) confirmed that the Fire Brigades Union did not wish to address the Executive Committee on any items on the Agenda, and Christopher Glenn (UNISON) advised that he would like to address the Committee at Agenda Item 5 (2008/09 Budget Monitoring and appointment of a Budget Sub Committee for 2009/10).

### **06.01.08 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Fred Pugh (Member, Fire Authority).

### **06.02.08 DECLARATION OF INTERESTS**

Councillor Angus Ross declared a personal interest, as the Fire Authority's representative and Board Member on the South East Fire and Rescue Service Control Centre Ltd (SEFRCCCL), in respect to Agenda Item 9 (FiReControl and FireLink update report) and Agenda Item 10 (South East Fire and Rescue Service Control Centre Ltd (SEFRCCCL). No further declarations of interest were made.

### **06.03.08 PART I MINUTES OF THE MEETING HELD ON 21 JULY 2008**

The Part I Minutes of the meeting held on 21 July 2008 were received and

### **Action**

**Agreed** as a correct record for signing by the Chairman, subject to the following amendment - correct spelling of "Archison", under Chairman's Communications (05.07.08), to read "Arcachon".

The Chairman noted that the Actions from the last meeting had been discharged, and the following updates were provided:

- The Chief Fire Officer advised that he would be writing to the Unitary Planning Officers regarding the Sprinkler Strategy (03.06.08 / 04.03.08 / 05.06.08).
- In response to the discounts available to staff at leisure facilities, the Director of Human Resources (HR) agreed to provide an update within the next HR Monitoring Report as further discounts had been identified.

**CFO**

**DHR**

#### **06.04.08 CHAIRMAN'S COMMUNICATIONS**

- The Chairman reported that he had attended a display and demonstration of the New Dimensions' capabilities at Hawley Lakes on 28 September 2008 which he had found extremely interesting and informative.
- The Chairman reported that he had attended the recent Royal County Show at which the Royal Berkshire Fire and Rescue Service Extrication Team had given demonstrations.
- The Chairman advised that the Clerk and Monitoring Officer had reviewed the Members' Scheme of Allowances, and that the payment of a Special Responsibility Allowance for Executive Committee Members should be suspended as it appeared that such payments were not permitted under the Regulations covering such Schemes. He stated that the Standards Committee had been advised of this and that a report would be presented to the forthcoming meeting of the Fire Authority (8 October 2008). The Chairman confirmed that the Clerk and Monitoring Officer would be investigating options for alternative means of remunerating the Executive Committee.
- The Chairman referred to a letter from Matt Wrack (Fire Brigades Union) regarding the FBU's concerns relating to the Regional Control Centres and the Business Case. The Chief Fire Officer confirmed that the Fire Authority's response to the full Business Case was currently being prepared.
- The Chairman advised that he would be writing to all Fire Authority Members to remind of their responsibilities should they be unable to attend a meeting of the Fire Authority and/or its Committees, as a recent meeting of the Community Safety Forum was not able to take place as it was not quorate. In response to a point of clarity sought by the Vice-Chairman, the Clerk and Monitoring Officer agreed to confirm the position regarding when a Member could submit a travel claim.

**CMO**

#### **06.05.08 2008/09 BUDGET MONITORING AND APPOINTMENT OF A BUDGET SUB COMMITTEE FOR 2009/10**

The Executive Committee was informed of the revenue and capital expenditure against budgets up to the end of August 2008, and was invited to appoint a

Budget Sub Committee for 2009/10. The Authority Treasurer expected that the main issue for this year's budget would be inflation.

At the invitation of the Chairman, Christopher Glenn (UNISON) invited the Executive Committee to consider, during its financial forward planning, not to dispense with non-uniformed posts.

In response to Councillor Angus Ross regarding the capital expenditure for Wokingham Fire Station's temporary building, the Assistant Chief Fire Officer reported that options to invest in either short-term into temporary accommodation or more a longer-term project were currently being explored with Hampshire County Council. The Chief Fire Officer anticipated that the reported completion date might need to be revised.

**The Executive Committee:**

- **Noted** the Budget Monitoring report.
- **Agreed** to the appointment of a 2009/10 Budget Sub Committee, and **Agreed** its Terms of Reference, as presented.
- **Appointed** the Chairman, Vice-Chairman, Councillor Jeff Brooks and Councillor Jagjit Grewal as the four Members of the 2009/10 Budget Sub Committee.
- **Agreed** that an outline report on the implications for Retained availability and the impact on the viability of providing a Retained service be presented to the next meeting, with a more detailed report to the meeting in January 2009.

**DCFO**  
Agenda  
24.11.08 /  
January 2009

Councillor Jeff Brooks invited the 2009/10 Budget Sub Committee to consider the current underspend.

**06.06.08 REVISION OF RELOCATION ALLOWANCES**

The Executive's approval was sought to update the Authority policy on relocation benefits, required in order to reflect the current economic conditions and to ensure that the Authority was able to attract high quality applicants for externally advertised vacancies.

**The Executive Committee:**

- **Adopted** the proposed changes to the package of relocation benefits.
- **Agreed** that Officers should consider disaggregating elements of the allowance package so that the different elements could be claimed separately rather than as a single claim.

**DCFO**

**06.07.08 INTEGRATED RISK MANAGEMENT 5-YEAR PLAN - 2009/10 ACTION PLAN**

The Executive Committee was advised of the progress made towards the publication of the Integrated Risk Management Plan (IRMP) 2009/10 Action Plan, and, after due consideration, the **Executive Committee agreed** that the following

amendments should be made to the draft Plan prior to its presentation to the Fire Authority at its meeting on 8 October 2008:

- Inclusion of a Community Fire Safety message and appropriate logo.
- Older photographs to be replaced with newer photographs and all pictorials to be captioned.
- Inclusion of a project timeline.
- Inclusion of text to indicate availability of the Plan in other languages.
- Inclusion of text to indicate that the Plan, and associated documents, were available on the website and on request.
- To print the Plan in-house, using low quality paper, the quantity to be kept to a minimum, with a further print run if required.

The Assistant Chief Fire Officer agreed to circulate, by E-mail to Members with a hard copy to Councillor Jagjit Grewal, a revised Plan incorporating the above amendments, and Members agreed to provide any further comments to the Assistant Chief Fire Officer within 48 hours of its circulation.

**ACFO**  
**Members**

**The Executive Committee Agreed** to adopt a draft short form IRMP 2009/10 Action Plan, its submission to be presented to the Fire Authority for final approval, prior to consultation.

#### **06.08.08 CREWING LEVEL MONITORING**

The Executive Committee was advised of the current crewing levels for Wholetime appliances. Andy Mancey (Area Manager, Response) gave a presentation entitled 'End of year report for the revised Optimisation of Crewing Policy' (*copy available from the Committee Manager*) in which he detailed the incident statistics, the crewing for specialist appliances, crewing data for Station 10 (Wokingham) and the comparable financial savings achieved since the introduction of unpaid standby moves.

**The Executive Committee Noted** the Crewing Level Monitoring report, and **Agreed** that regular monitoring reports should be presented to the Committee, to include data relating to Wokingham crewing levels, with exception reporting as required.

**DCFO**

#### **06.09.08 FIRECONTROL AND FIRELINK UPDATE REPORT**

The Executive Committee was advised of the progress made for both the FiReControl and FireLink projects as two aspects of the Government's resilience agenda.

George Cross reported that the date referred to in the first paragraph under 'FireLink' in respect to Phase B fit should read 'January 2009' and not 'January 2008', and advised that the National and Regional FireLink Project Team had indicated that it might delay the Phase B fit by a further two months. The

Chief Fire Officer advised that a request had been submitted to CLG (Communities and Local Government) for the Royal Berkshire Fire and Rescue Service to carry out its own Phase B installations.

The Deputy Chief Fire Officer advised that the CLG had been asked to conduct independent risk assessments on all FiReControl risks.

**The Executive Committee:**

- **Noted** the FiReControl and FireLink update report.
- **Noted** that an update report would be presented to the Fire Authority at its meeting on 8 October 2008.
- **Agreed** that a presentation should be given at the January 2009 meeting on the resilience options being considered for the current Control.

**DCFO**  
Agenda  
January 2009

**06.10.08 SOUTH EAST FIRE AND RESCUE SERVICE CONTROL CENTRE LTD (SEFRCCCL)**

Councillor Angus Ross (Fire Authority's representative) provided an update, in his capacity as the Fire Authority's representative and Board Member on the South East Fire and Rescue Service Control Centre Ltd (SEFRCCCL), the salient points being:

- Regional Control Centres' (RCC) cut-over dates were still in some doubt, however Councillor Angus Ross believed that the South East RCC was well placed to meet the published cut-over date.
- Terms and conditions for the Senior Operations Manager and Service Support Manager posts were being considered, as were the matching of the current Fire Service Control roles to the RCC.
- Further informal discussions would be taking place shortly with all Unions, collectively.
- Consideration was being given to in-scope and out-of-scope activities.
- Consideration was being given to space allocation, and it was expected that the lease for the RCC building would be taken over shortly.
- A few issues still needed to be resolved, for example insurance.

**06.11.08 RISK BASED INSPECTION PROGRAMME**

The Executive Committee was invited to note the Service's Risk Based Inspection Programme (RBIP) which had been produced in response to the requirements of the Regulatory Reform Order (Fire) 2005 (RRO) and the Authority's statutory functions, as detailed within Regulatory Reform (Fire Safety) Order 2005 - Audit Procedures (FSTO R/4).

In response to Councillor Colin Dudley's question regarding how Houses of Multiple Occupancy (HMOs) were being targeted, Gene Ashe confirmed that

HMOs' inspections were carried out by Fire Safety Inspection Officers in a programmed approach and were prioritised by weighted risk.

The Deputy Chief Fire Officer stated that resulting enforcement prosecutions often impacted on available resources.

**The Executive Committee Noted** the Service's Risk Based Inspection Programme.

#### **06.12.08 FIRE AND RESCUE AUTHORITIES MUTUAL LTD**

The Authority Treasurer reported that the judgements against London Authorities Mutual Limited (LAML) and Brent LBC would be heard early in 2009, it was hoped to sign off the Liability and Personal Accident/Travel insurance covers shortly, and that tenders were still being sought in respect to the Motor, Premises and other Policies insurance covers.

**The Executive Committee Noted** the position to date.

#### **06.13.08 DATE OF NEXT MEETING**

**The Executive Committee Noted** that the next meeting would take place on Monday 24 November 2008 at 6.30pm in the Strategic Command Centre, Headquarters, Royal Berkshire Fire and Rescue Service.

#### **06.14.08 EXCLUSION OF THE PUBLIC FROM THE MEETING**

**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 21 July 2008 (*Paragraphs 1, 2, 3 and 4*).
- Single Tender Action - Consultancy and Associated Software (*Paragraph 1, 2 and 3*).
- Award of 5-year Payroll and Pension Services Contract 2009-2014 (*Paragraph 3*).
- Chief Fire Officers' Annual Salary Review (*Paragraph 3*).

#### **06.15.08 PART II MINUTES OF THE MEETING HELD ON 21 JULY 2008**

The Executive Committee Approved the Part II Minutes of the meeting held on 21 July 2008 for signing by the Chairman.

#### **06.16.08 SINGLE TENDER ACTION - CONSULTANCY AND ASSOCIATED SOFTWARE**

The Executive Committee Approved the Recommendations presented, with a minor caveat in respect to maximum costs for the awarded contract.

**06.17.08 AWARD OF 5 YEAR PAYROLL AND PENSION SERVICES  
CONTRACT 2009-2014**

The Executive Committee Approved the Recommendations presented.

**06.18.08 CHIEF FIRE OFFICERS' ANNUAL SALARY REVIEW**

The Executive Committee Approved the Recommendations presented, and agreed that the Chief Fire Officer's job title be amended to 'Chief Fire Officer and Chief Executive Officer' with immediate effect.