



**Agenda**  
**for the Extraordinary Meeting**  
**of**  
**Royal Berkshire Fire Authority**

**Tuesday, 4th October 2022**

**At**

**6.30 pm**

RBFRS Headquarters  
Lynda Kenyon Suite  
Newsham Court  
Pincents Kiln  
Calcot  
Reading  
Berkshire  
RG31 7SD

For further information regarding this meeting, please contact:

Committee Team

0118 938 4611

E-Mail at [committeeteam@rbfrs.co.uk](mailto:committeeteam@rbfrs.co.uk)

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



**MEETING:** Royal Berkshire Extraordinary Fire Authority Meeting

**DATE AND TIME:** Tuesday, 4th October, 2022 at 6.30 pm

**VENUE:** Lynda Kenyon Suite  
RBFRS Headquarters  
Newsham Court  
Pincent's Kiln  
Calcot  
Reading, Berkshire RG31 7SD

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## S U M M O N S

You are hereby summoned to attend the meeting of the Royal Berkshire Fire Authority at the time, date and venue indicated above, when it is proposed to deal with the business set out in the enclosed Agenda.

A handwritten signature in black ink, appearing to read 'Graham Britten'.

**GRAHAM BRITTEN**  
Monitoring Officer

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**To: Members of the Royal Berkshire Fire Authority:**

Councillor Christine Bateson	Councillor Jo Lovelock
Councillor Dennis Benneyworth	Councillor Sandra Malik
Councillor Tricia Brown	Councillor Morag Malvern
Councillor Jeff Brooks	Councillor Tina McKenzie-Boyle
Councillor David Cannon	Councillor Biyi Oloko
Councillor Haqeeq Dar	Councillor Mike Smith
Councillor Colin Dudley	Councillor Dexter Smith
Councillor Paul Gittings	Councillor Rachelle Shepherd- DuBey
Councillor Pauline Helliard-Symons	Councillor Dave McElroy
Councillor Tony Linden	Councillor Simon Werner

**Copy to: Senior Leadership Team (SLT), Royal Berkshire Fire and Rescue Service**

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**MEETING:** Royal Berkshire Extraordinary Fire Authority Meeting

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Newsham Court  
Pincents Kiln  
Calcot  
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## **AGENDA**

**1. Apologies for Absence**

**2. Declarations of Interest**

Purpose:

To receive declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Fire Authority's Local Code of Conduct, and any from Officers.

**3. Minutes of the meeting held on 30 June 2022 (Pages 7 - 20)**

Recommendation:

That the Minutes of the meeting and any recoded actions held on 30 June 2022, be confirmed as a correct record and signed by the Chair.

**4. Petitions and Questions from the Public under Standing Orders 19 and 25**

Purpose:

To receive any questions from members of the public, in accordance with Standing Orders 19 and 25.

**5. Receipt of Announcements**

Purpose:

To receive any announcements from the Chair and / or the Chief Fire Officer.

**6. Issues arising from the Audit and Governance Committee**

Recommendation:

That it be noted that no reports have been referred by the Audit and Governance Committee.

**7. Questions from Members under Standing Order 30**

Purpose:

To receive any questions from Members under Standing Order 30.

**8. Notices of Motion under Standing Order 44**

Purpose:

To receive any notices of Motion under Standing Order 44.

**9. Recommendations of Committees**

Purpose:

There were no recommendations from Committees.

**10. Review of Constitutional and Governance Arrangements (Pages 21 - 82)**

Purpose:

To approve constitutional amendments to Standing Orders, Fire Authority and Management Committee Terms of Reference in appendices A – C, and approve the EDI Champion post holder receive a Special Responsibility Allowance by it becoming a substantive Champion role and amended roles of Lead Member and Member Champions outlined in the Member Role Description (Appendix D).

**11. Business Continuity Presentation**

Recommendation:

To receive a presentation on business continuity arrangements.

**12. Summer Heatwave Report and Presentation (Pages 83 - 86)**

Purpose:

To note the report and presentation on Royal Berkshire Fire and Rescue Service response to the Summer Heatwave.

**13. Royal Berkshire Fire Authority's (RBFA) Response to White Paper Fire Reform Consultation (Pages 87 - 102)**

Purpose:

To note the response submitted by the Authority to the Home Office Fire Reform Consultation.

**14. Forward Plan (Pages 103 - 106)**

Recommendation:

That the Forward Plan be noted.

## **15. Minutes of the Standing Committees**

Recommendation:

To note Minutes of recent meetings were published on RBFRS website  
<http://www.rbfrs.co.uk/about-us/fire-authority/fire-authority-meetings/>

## **16. Date of the Next Meeting**

Recommendation:

Tuesday 1 November 2022, 6.30pm at Royal Berkshire Fire and Rescue Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD.

## **17. Exclusion of Public (Pages 107 - 108)**

Recommendation:

To Resolve 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 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.

## **18. Local Government Pension Scheme Discretion on Transfer in of Pension Rights (Pages 109 - 118)**

Purpose:

To agree an exemption to current policy in the case of one individual facilitating the transfer in former pension rights to the Local Government Pension Scheme.

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**MINUTES OF THE MEETING OF THE ROYAL BERKSHIRE  
FIRE AUTHORITY**



**Held on Thursday, 30th June, 2022 at 6.30 pm**

**RBFRS Headquarters, Pincents Kiln, Newsham Court, Calcot,  
Reading RG31 7SD**

**Members:**  
*(\*present)*

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| * Councillor Christine Bateson      | * Councillor Jo Lovelock             |
| * Councillor Dennis Benneyworth     | * Councillor Sandra Malik            |
| * Councillor Tricia Brown           | * Councillor Morag Malvern           |
| * Councillor Jeff Brooks            | Councillor Dave McElroy              |
| * Councillor David Cannon           | * Councillor Tina McKenzie-Boyle     |
| * Councillor Haqeeq Dar             | * Councillor Rachelle Shepherd-DuBey |
| * Councillor Colin Dudley           | * Councillor Biyi Oloko              |
| * Councillor Paul Gittings          | * Councillor Dexter Smith            |
| * Councillor Pauline Helliar-Symons | * Councillor Mike Smith              |
| * Councillor Tony Linden            | * Councillor Simon Werner            |

**In Attendance:** Mark Antell (Senior Communication and Engagement Officer, SC&EO)  
 Mark Arkwell (Deputy Chief Fire Officer, DCFO)  
 Wayne Bowcock (Chief Fire Officer, CFO)  
 Graham Britten (Monitoring Officer, MO)  
 Conor Byrne (Head of Finance and Procurement, HF&P)  
 Becci Jefferies (Head of Human Resources and Learning and Development, HHR&L&D)  
 Andrew Mclenahan (Head of Facilities, Fleet and Equipment, HFF&E)  
 Katie Mills (Assistant Chief Fire Officer, ACFO)  
 Jim Powell, (Area Manager, Collaboration and Policy, AM C&P)  
 Nikki Richards (Deputy Chief Executive, Dep ChEx)  
 Christian Riley (Communications and Engagement Assistant, C&EA)  
 Fayth Rowe (Democratic Support Lead, DSL)  
 Tony Vincent (Head of Business and Information Systems, HBIS)

**Action**

**1. ELECTION OF CHAIR FOR THE 2022/23 MUNICIPAL YEAR**

Councillor Pauline Helliar – Symons opened the meeting as 2021/22 Vice-Chair of Royal Berkshire Fire Authority. Graham Britten, Monitoring Officer, (MO), informed Members Councillor Dave McElroy was attending the meeting via Microsoft Teams and therefore was unable to vote.

In referring to the tabled nomination form, Graham Britten stated two nominations were received for the position of Royal Berkshire Fire Authority Chair, which were Councillors Colin Dudley and Paul Gittings.

On being put to the vote.

**RESOLVED** that Councillor Paul Gittings be elected Chair of the Fire Authority for the 22/23 Municipal Year.

Councillor Paul Gittings read the following statement, '*I, Councillor Paul Gittings having been elected to the office of Chair of Royal Berkshire Fire Authority declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability*'. He thanked Members for placing their confidence in him and stated that it was an honour and privilege to lead the Fire Authority'.

The Chair thanked Members for their support and pledged to work hard and intend to demonstrate the same level of commitment as the incumbent Chairman. He added, that he hoped all Members will work together to keep the people of Berkshire safe.

## **2. APPOINTMENT OF VICE-CHAIR FOR THE 2022/23 MUNICIPAL YEAR**

The Chair requested Graham Britten to proceed with the appointment of the Vice-Chair. Graham Britten stated he had received two nominations for the position of Royal Berkshire Fire Authority Vice-Chair.

On being put to the vote.

**RESOLVED** that Councillor Rachelle Shepherd-DuBey be elected Vice-Chair of the Fire Authority for the 2022/23 Municipal Year.

The Vice-Chair read the following statement, '*I, Councillor Rachelle Shepherd-DuBey having been elected to the office of Vice-Chair of Royal Berkshire Fire Authority declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability*'.

The Vice-Chair thanked members for their support and stated being a Councillor was most enjoyable and a rewarding job. She added, Royal Berkshire Fire and Rescue Service was the best in the County.

## **3. APOLOGIES FOR ABSENCE**

Apologies of absence were received from Councillor Dave McElroy who was in attendance via Microsoft Teams.

**4. DECLARATIONS OF INTEREST**

There were no Declarations of Interest received from Members or Officers.

**5. MINUTES OF THE MEETING HELD ON 28 APRIL 2022**

There were no recorded actions in the Minutes.

**RESOLVED** that the Minutes of the meeting held on 28 April 2022, be approved as a true and correct record and signed by the Chairman.

**6. PETITIONS AND QUESTIONS FROM THE PUBLIC UNDER STANDING ORDERS 19 AND 25**

There were no petitions and questions from members of the public under Standing Orders 19 and 25.

**7. RECEIPT OF ANNOUNCEMENTS**

The Chair made the following announcements.

Welcome to new Members

On behalf of the Fire Authority, the Chair extended a warm welcome to Councillors Biyi Oloko, Dave McElroy, Mike Smith, Haqeeq Dar, Morag Malvern and Sandra Malik attending their first Fire Authority meeting today. They had previously received Members Handbook and fob providing them access to Headquarters and all Fire Stations in the County. The Chair presented them with their name and Fire Authority badges.

Goodbye and best wishes were sent to Angus Ross, Jane Stanford-Beale, Avtar Cheema, Hajinder Minhas, Garth Simpson and Alison Swaddle who stood down from the Fire Authority. On behalf of the Fire Authority, the Chair wished them all the best in their future endeavours.

Farewell to Independent Persons

Mr Penfold and Mr Comben have served as Independent Persons since February 2015, and have both, decided to step down from their appointments at the end of their term in June 2022. They have consistently made themselves available throughout the years, despite the infrequency of the requirement of their services. It would be remiss not to thank them for their commitment and availability to the Fire Authority for the last seven years.

Forbury Gardens Remembrance

Monday, 20 June marked two years since the devastating Forbury Gardens

attack, which left three people dead and others injured.

Royal Berkshire Fire and Rescue Service staff attended a minute's silence and a flower-laying ceremony held in the park to remember the victims.

We stand alongside our emergency service partners in remembering James Furlong, David Wails and Joe Ritchie-Bennett, and those that were injured and affected.

#### HMICFRS Inspection

A team from Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services have begun their inspection of our fire and rescue service.

Our inspection will take place over six weeks and started on Monday, 20 June. The inspection allowed us to transparently demonstrate how we deliver our services to residents and provides an opportunity to highlight how we have built on the strong foundations highlighted during both the first inspection in 2018/19 and the COVID inspection in 2020.

Thank you to everyone across the Service for their ongoing commitment and dedication to their roles.

#### Liz Warren Award

Liz Warren, Safeguarding Manager, has been awarded a British Empire Medal for her work to support the most vulnerable people in Berkshire, especially during the COVID-19 pandemic.

As Safeguarding Manager, she has worked tirelessly to ensure that vulnerable people in Berkshire can access life-saving support, resulting in a huge increase in safeguarding referrals.

In the past five years, she has overseen an increase in safeguarding referrals of 1008%.

Throughout the COVID-19 pandemic, the demand increased dramatically, with referrals where people had received a 'Threat of Arson' climbing by 74% within a year.

Liz recently designed a peer review process for Safeguarding that was being adopted across Berkshire as a model of best practice. She has worked industriously to develop strong relationships with partners in all six unitary authorities in Berkshire.

In addition, she has unwaveringly championed Safeguarding within the Service to ensure that everyone is confident in recognising situations in which someone is in need and feels empowered and supported in making a referral.

To this end, she has developed training that she delivers herself, which is open

to all staff members so that everyone can support those in need.

I'd personally like to congratulate Liz for this well-deserved award. Her exceptional work represents the very best of the Royal Berkshire Fire and Rescue Service.

#### Memorial Plaques Unveiled

On Friday, 20 May, two memorial plaques were unveiled as part of ceremonies to honour the lives of Firefighters David Barnes and Neil Goldsmith, who tragically lost their lives while on duty on 15 September 1977.

The consecutive ceremonies took place at Caversham Road and Wokingham Road Fire Stations respectively, which is where each firefighter was based and the plaques are now on display outside these stations.

The event was jointly run by RBFRS and the Fire Brigades Union (FBU). The scheme is funded by Firefighters 100 Lottery, which is administered by the FBU and enables us to honour our fallen firefighters, and support fire service staff and their families.

#### Platinum Jubilee

Staff across our Service recently joined in celebration events to mark the Queen's Platinum Jubilee alongside their communities.

During the Bank Holiday weekend, our crews attended 14 different celebration events, including events at Ascot, Warfield and Purley-on-Thames. They engaged with local residents, showcasing the work we do and providing important safety advice.

Additionally, as part of the Queen's Platinum Jubilee, to recognise outstanding public service, commemorative medals and coins have been presented to fire and rescue service staff that have completed more than 5 years of service.

We were also delighted to attend a meeting of the Berkshire Lowland Search and Rescue on Monday, 20 June where 27 Volunteers were also presented with their Queen's Platinum Jubilee Medals by the Lord Lieutenant of the Royal County of Berkshire, Mr James Puxley.

The Chair thanked those who received medals or coins for their dedication and commitment to serving the people of Royal Berkshire.

#### Royal County of Berkshire Civilian-Military Partnership Board (RBCMPB) Launched

Following Armed Forces Day on 25 June, Royal County of Berkshire Civilian-Military Partnership Board has been formed. The board consists of Berkshire's six unitary authorities, 11th Security Force Assistance Brigade & HQ South East and other military representatives, the South East Reserve Forces' and Cadets

Association and Royal Berkshire Fire and Rescue Service.

The purpose of the Board is to ensure appropriate support for the military community serving, living and working in Berkshire.

Amongst other things, the Board will prioritise health and wellbeing, housing, education, employment and equality, and will aim to create a joint understanding of each other's concerns and ways of working. Importantly, the Board will work to ensure that the military community is not disadvantaged by their service and is given appropriate recognition and status within the County.

We will keep you updated on future developments.

#### Welcome to new On-Call firefighters

We welcomed six new On-Call firefighters into the Service last month, after they completed their initial training course.

To mark the first milestone on this journey, four of the recruits were recognised at Whitley Wood with certificates welcoming them into the Service. Sadly, the other two recruits were unable to join on the day but received their certificates later on.

Having completed the first two weeks of basic training, the new starters have joined colleagues at their stations, where they will continue their development.

#### Maidenhead Open Day

On Sunday, 19 June, Maidenhead Fire Station hosted the Service's first open day since the beginning of the COVID-19 pandemic.

The station welcomed hundreds of guests from the local community and thanks to their generosity, they raised a staggering £1,500 for charity, which will be split between the Fire Fighters Charity and the Brett Foundation, a Maidenhead based charity which supports the Homeless and families that are living in poverty.

Whilst there was a lot of fun had on the day, crews were able to raise important safety messages and demonstrate the work we do. Information about recruitment was also provided to those considering a career in the fire and rescue service.

I'd like to thank everyone who supported the Open Day and helped to make sure it was a resounding success. The success of the day would not have been possible without all of your hard work.

#### Station Visits

Item 19 on the agenda, lists upcoming Member Development courses and stations visits. Please note the station visits planned for Maidenhead and

Bracknell Fire Stations in September will be rescheduled and confirmed to all Members via email.

Congratulations from Councillor Dudley

Councillor Colin Dudley, congratulated Councillor Gittings on his election as Chair of the Fire Authority. He stated, to be Chairman for 11 years was the greatest privilege of his life. He advised the role came with commitment, however, support will be received by great Members and Officers. He added, you stand on the shoulders of giants and any praise was due to them.

**8. ISSUES ARISING FROM THE AUDIT AND GOVERNANCE COMMITTEE**

There were no issues arising from Audit and Governance Committee.

**9. QUESTIONS FROM MEMBERS UNDER STANDING ORDER 30**

There were no questions from Members under Standing Order 30.

**10. NOTICES OF MOTION UNDER STANDING ORDER 44**

There were no notices of motion under Standing Order 44.

**11. RECOMMENDATIONS OF COMMITTEES**

Item 15, Annual report on Governance was recommended by Audit and Governance Committee on 23 March 2022.

**12. APPOINTMENT OF COMMITTEES, LEAD MEMBERS, MEMBER CHAMPIONS AND OUTSIDE BODIES 2022/23**

Graham Britten, MO introduced the report and advised each Political Group Leader submitted their nominations for the appointment of Committees, Lead Members, Member Champions, Honorary Member Champions, Outside Bodies and Working Parties which had been tabled.

He took Members through each table and nomination individually, and on being put to the vote.

- 1) **RESOLVED** that nominations received from the Group Leaders onto the Audit and Governance Committee and Management Committee, and to appoint the ungrouped Member (Table 5) be agreed.

**Table 5**

<p><b>Audit and Governance Committee (9 seats)</b></p>	<p>Tina McKenzie-Boyle                  Tony Linden                  Christine Bateson                  Biyi Oloko                  Haqeeq Dar                  Sandra Malik                  Tricia Brown                  Mike Smith                  Morag Malvern</p>
<p><b>Management Committee (11 seats)</b></p>	<p>Colin Dudley                  Pauline Helliar-Symons                  Dennis Benneyworth                  David Cannon                  Dexter Smith                  Paul Gittings                  Jo Lovelock                  Rachelle Shepherd-Dubey                  Jeff Brooks                  Simon Werner                  Dave McElroy</p>

2) **RESOLVED** that nominations received for Special Responsibility Allowances roles in Table 6, be agreed.

**Table 6**

<p><b>Position</b></p>	
<p>Budget and Income Generation Lead Member</p>	<p>Jeff Brooks</p>
<p>Community Risk Management Lead Member</p>	<p>Paul Gittings</p>
<p>Strategic Assets Lead Member</p>	<p>Dave McElroy</p>
<p>Collaboration Lead Member</p>	<p>Simon Werner</p>
<p>Community Safety Champion</p>	<p>Jo Lovelock</p>
<p>Safety, Health, Fitness and Wellbeing</p>	<p>Mike Smith</p>
<p>Organisational Development</p>	<p>Mike Smith</p>

3) **RESOLVED** the nominations received for the appointments listed in Tables 7 – 10 be agreed.

**Table 7**

TVFCS Joint Committee representative	Jo Lovelock
TVFCS Joint Committee representative	Simon Werner
TVFCS Joint Committee (substitute)	Morag Malvern
TVFCS Joint Committee (substitute)	Colin Dudley

**Table 8**

<p><b><u>Member Development Working Group</u></b></p> <p>Sandra Malik</p> <p>Jeff Brooks</p> <p>Pauline Helliard-Symons</p> <p>Dennis Benneyworth</p> <p>Tina McKenzie-Boyle</p> <p>Mike Smith</p>
<p><b><u>Property Development Working Group</u></b></p> <p>Haqeeq Dar</p> <p>Simon Werner</p> <p>Pauline Helliard-Symons</p> <p>Tony Linden</p> <p>Dexter Smith</p> <p>Dave McElroy</p>

**Table 9**

LGA representative	Paul Gittings
LGA representative's substitute	Rachelle Shepherd-DuBey

**Table 10**

Armed Forces Honorary Member Champion	Rachelle Shepherd-DuBey
Equality Diversity and Inclusion Honorary Member Champion	Morag Malvern

4) **RESOLVED** that Role Descriptions for Royal Berkshire Fire Authority Members (attached as Appendix A) be agreed.

### 13. APPOINTMENT OF INDEPENDENT PERSONS

Graham Britten, MO, proposed the paper on the Appointment of Independent Persons to be taken as read. He thanked Katie Mills and Fayth Rowe in assisting with the recruitment of Independent Persons.

**RESOLVED** that:

- 1) The following persons be appointed to serve as Independent Persons for the Authority until the Annual Meeting in 2026, be approved.
  - a) Lindsey Appleton
  - b) Alan Penrith
  - c) Mike Wall MBE
  
- 2) The following persons be agreed as appointable to serve as Independent Persons for the Authority until the Meeting in 2026 in the event that any of the above-mentioned persons do not complete their tenures of appointment, be approved.
  - a) Julie Byrom
  - b) Abril Haubrich Jones
  - c) James Rees

### 14. FIREFIGHTERS' PENSION SCHEME 1992 DISCRETION ON ABATEMENT

Becci Jefferies, Head of Human Resources and Learning and Development (HHR&L&D), reported this item was seeking the Fire Authority's discretion to not apply abatement to Driver Training positions.

She stated the Service currently have two full-time vacancies that she has been unable to fill. The recruitment of emergency service drivers have been a challenge across the sector. The entry requirements are Category C HGV driving licence and reiterated there was a shortage across the UK.

Retired drivers have the skillset to train, however they were deterred due to their pension. Becci Jefferies reported that the impact to the Service was on the Corporate Risk Register.

As a result of exercising this discretion, she was only able to estimate costs based on eligibility. In line with the recent Pension Ombudsman case, officers will review all pension discretions.

In referring to paragraph 3.10 of the report, Councillor Brooks queried whether Members would receive an understanding of the maximum cost to the Authority? He stated, that he would like to review the total cost in 12 months.

Becci Jefferies stated that costs would be based on individual circumstances and in line with the Abatement Guidance for Fire and Rescue Authorities which provides information on the calculation of abatement figures. In addition, the point of scale would alter starting salaries, which made it a challenge to estimate the maximum cost. She stated there was a time limit in relation to recruitment, the time it took to advertise and not apply abatement to pensions could have an impact on pay.

In answer to a question from Councillor Mike Smith, Conor Byrne, Head of Finance and Procurement, (HF&P), reported that it would only be the pension what would be abated.

Councillor Brooks requested HF&P to keep track on an allocated figure of £25,000 and report back to Management Committee. He moved a motion to amend 2.1 of the recommendation of the report.

On discussing the substantive motion, Councillor Dudley stated the Service was struggling to recruit drivers and stated he supported the motion.

Councillor Brown stated that it was likely the cost to the Authority would be known when those posts have been recruited, and suggested at that point, it could be brought back to Management Committee.

Councillor Brooks insisted that a figure of £25,000 was put in place and that an update report be provided to Management Committee.

The amendment to the recommendation was unanimously:

**RESOLVED** to agree to exercise the discretion not to apply abatement to successful applicants for Driver Trainer roles where applicable, subject to the proviso that if additional costs in the financial year exceed £25,000, the Chief Finance Officer bring a report back to Management Committee.

## 15. ANNUAL REPORT ON GOVERNANCE

Nikki Richards, Deputy Chief Executive, (DchEx), reported the Annual Report on Governance was a backwards look of the attendance and allowances received by Fire Authority Members. She stated a number of Members listed in the appendices were no longer on the Fire Authority.

**RESOLVED** that:

- 1) Members' Allowances received from 1 June 2021 – 31 May 2022 be noted;
- 2) 2021/22 attendance record of Royal Berkshire Fire Authority Member from 1 June 2021-31 May be noted.

**16. DONATION OF ASSETS TO SUPPORT UKRAINE**

Andy Mclenahan, Head of Facilities, Fleet and Equipment (HFF&E), stated on 1 March 2022 the Fire Authority received a request from the Home Office to assist Ukrainian Fire and Rescue Service (FRS). Due to the urgent nature of the request, the decision was made by the Chairman and Chief Fire Officer. Andy stated the value of the donation exceeded the financial threshold for asset disposal, which was the reason why the report was presented to the Fire Authority and the emergency decision taken at the time, by the Chief Fire Officer and Chairman.

Councillor Dudley stated that he felt not a single person would complain about the decision to help the humanitarian effort in Ukraine. He also stated, he was proud of the support the Service provided and he attended Headquarters to wave off the appliances prior to their journey to Ukraine.

Councillor Helliard-Symons concurred she was proud that the Service had been part of the European effort and thanked Councillor Dudley, Chief Fire Officer and the Firefighters that transported the appliances to Ukraine.

**RESOLVED** that the donation of assets to support humanitarian efforts in Ukraine be noted.

**17. THAMES VALLEY FIRE CONTROL SERVICE (TVFCS) ANNUAL REPORT 2021/22**

Jim Powell, Area Manager Collaboration and Policy, (AM C&P), reported Thames Valley Fire Control Service (TVFCS) Annual report was moved to the Fire Authority meeting in June to align to the annual meeting of the TVFCS Joint Committee meeting in July.

He stated the 2021/22 Chairman was Councillor Angus Ross, and was presenting the report on his behalf.

In answer to a question from Councillor Mike Smith on his observation on the high turnover of staff, Jim Powell explained that staff had joined other areas of the Fire Service. He added, for some staff, there was ongoing personal development and gave the example of the requirement of staff to complete a six week course to be a competent Control Operator.

He agreed to confirm the number of staff that had transferred to become Wholetime Firefighters.

Councillor Brown asked a question on call challenges. Jim Powell reported following Fire Authority resolution, and an attempt to reduce the number of appliances mobilised to Automatic Fire Alarms (AFA's), call operators determine the details prior to mobilising an appliance.

AM C&P

Councillor Helliar-Symons stated the Control room was an impressive part of the Service and was overwhelmed by staff's professionalism. She urged Members that have not visited the Control room to date, to visit and meet the team.

**RESOLVED** that the annual report be noted.

**18. FORWARD PLAN**

**RESOLVED** that the Forward Plan be noted.

**19. MEMBER DEVELOPMENT COURSES 2022/23**

**RESOLVED** that the Member Development courses 2022/23 be noted.

**20. DATE OF THE NEXT MEETING**

Tuesday, 1 November 2022, 6.30pm at Royal Berkshire Fire and Rescue Service Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD.

*Post meeting note: An Extraordinary Fire Authority meeting was scheduled to be held on Tuesday, 20 September 2022, 6.30pm at Royal Berkshire Fire and Rescue Service Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD. Due to the passing of Her Majesty the Queen, this meeting was moved to be held on Tuesday, 4 October 2022.*

*(The meeting concluded at 19:47)*

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**ROYAL BERKSHIRE FIRE AUTHORITY REPORT**



<b>COMMITTEE</b>	<b>EXTRAORDINARY FIRE AUTHORITY</b>
<b>DATE OF MEETING</b>	<b>TUESDAY 4 OCTOBER 2022</b>
<b>SUBJECT</b>	<b>REVIEW OF CONSTITUTIONAL AND GOVERNANCE ARRANGEMENTS</b>
<b>LEAD OFFICER</b>	<b>GRAHAM BRITTEN, MONITORING OFFICER AND NIKKI RICHARDS, DEPUTY CHIEF EXECUTIVE</b>
<b>LEAD MEMBER</b>	<b>COUNCILLOR PAUL GITTINGS, CHAIR</b>
<b>EXEMPT INFORMATION</b>	<b>NONE</b>
<b>ACTION</b>	<b>FOR DECISION</b>

**1. EXECUTIVE SUMMARY**

- 1.1 To approve constitutional amendments to Standing Orders, Fire Authority and Management Committee Terms of Reference in appendices A – C.
- 1.2 To approve that the EDI Champion post holder appointed at the Annual Meeting into the honorary role receive a Special Responsibility Allowance by it becoming a substantive Champion role, effective from 5 October, and to approve the amended roles of Lead Member and Member Champions outlined in the Member Role Description (Appendix D).

**2. RECOMMENDATION**

- 2.1 **APPROVE** the amended Standing Orders, Appendix A;
- 2.2 **APPROVE** the amended Fire Authority Terms of Reference, Appendix B;
- 2.3 **APPROVE** the amended Management Committee Terms of Reference, Appendix C;
- 2.4 **APPROVE** the amended Member Role description; Appendix D;
- 2.5 **APPROVE** that the EDI Champion receive a Special Responsibility Allowance, effective from 5 October 2022, in line with the Member Scheme of Allowance approved by the Fire Authority on 15 February 2022;

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- 2.6 **APPROVE** that Lead Member and Member Champion reports are presented to the last Fire Authority meeting of each Municipal Year.

### 3. **REPORT**

- 3.1 The Fire Authority amended its Standing Orders as part of a wider review of the Members Handbook in November 2020, and made amendments following two low priorities identified from Risk and Governance Audit. Minute reference 34.
- 3.2 The Fire Authority was restructured in 2016 and reduced its size from 25 to 20 Members, in order to ensure all Members were represented on each Committee (Management and Audit and Governance) and to improve efficiency and effectiveness by streamlining Committee meetings.
- 3.3 By virtue of paragraph 20 of Schedule 1 of the Berkshire Fire Services (Combination Scheme) Order 1997/2695, Part VI of Schedule 12 of the Local Government Act 1972 applies to the Fire Authority, this includes the statutory prescription to the effect that,  
'(1) [...] all questions coming or arising before [the Fire Authority or one of its committees ] shall be decided by a majority of the members [...] present and voting [...].  
  
(2) [...]in the case of an equality of votes, the person presiding at the meeting [of the Fire Authority or one of its committees ]shall have a second or casting vote.'
- 3.4 The restructure in the size of the Fire Authority to 20 Members has worked well, however an even number of Members always gives rise to the possibility of an equality of votes.
- 3.5 This report proposes amendments to the Standing Orders, to provide who (from the Members) will preside over the Annual Meeting and inaugural meetings of Committees
- 3.6 Paragraph SO107 in the Standing Orders (Appendix A), proposes a process for the election of Chairmen of Committees, by Members voting on a Member to preside over the election of a Chairman for the municipal year and in the event of an equality of votes, the Vice-Chairman from the preceding year would instead preside over the election of a Chairman for the municipal year.
- 3.7 In addition, in reviewing other local authority constitutions, it has been identified that the Standing Orders are silent on motions of no confidence. The proposed additions to SO45 set out a process for such notices in respect of any Member whose role is entitled to a Special Responsibility Allowance in the Scheme of Allowances by virtue of being appointed into such role by the Fire Authority or by one of its Committees.

- 3.8 In addition, there are further proposed amendments regarding the convening of the Annual Meeting of the Fire Authority (SO3) and of the inaugural meetings of its appointed Committees (SO107A).
- 3.9 Paragraphs 2.2 and 2.3 of the recommendations are that Members approve the change of the Strategic Asset Lead Member role to *Strategic Asset and Sustainability Lead* and merge Safety, Health, Fitness and Wellbeing and Organisational Development Champion role to *Safety, Health, Fitness, Wellbeing and Member Development Champion* by acknowledging their creation by amendment of the Terms of Reference of the Fire Authority and of the Management Committee.
- 3.10 The current role of Organisational Development Champion historically advocated Member Development and the role involved Chairing Member Development Working Group meetings. The role has solely focused on reviewing the Member Development Strategy and Action Plan annually, which also involves an annual report to Audit and Governance Committee on Member Development.
- 3.11 In keeping with the Member-Officer Relations Protocol, which lists the role of Members as setting the Strategic Direction of the Service, the term Organisational Development could be seen as misleading, as one may assume the role involves wider involvement in the management of the Service and its personnel.
- 3.12 The effect of recommendation 2.2 is also to convert the honorary status of Equality, Diversity and Inclusion Champion to become a substantive EDI Champion and thereby attract a Special Responsibility Allowance. The proposed changes to the Champion roles would still enable the Fire Authority to keep within its recommended 10 SRA rule. This rule was approved by the Fire Authority on 24 October 2019, minute reference 24
- 3.13 The Fire Authority recently approved its Member Role Description at its meeting in June 2022, which was a general overview of Lead Member and Champion roles. Appendix D has been updated to detail each role and responsibility, and specifically name the internal and / or external meetings they are required to attend (internal meetings attendance is based on Member availability, whereas, external meeting attendance is a requirement or a substitute is required to attend in the appointed Member's place).
- 3.14 Lead Member and Member Champions currently produce six-monthly and annual reports to the Fire Authority. Due to the time of year when Member appointments are made and the date of the next available Fire Authority meeting (usually between June and November), there is very little to report in six months. Therefore, paragraph 2.6 is seeking Member approval for Lead Member and Member Champions to only produce annual reports at the last Fire Authority meeting of the Municipal Year (every April).
- 3.15 The proposed changes and deletions with strikethroughs in appendices A – D have been highlighted in yellow for ease of reference. During the preparation

## Agenda Item 10

of this report, each Unitary Authority constitution in Royal County of Berkshire were reviewed and amendments to the Member Role description were based on the above changes and historical review of the roles to date.

### **4. CONTRIBUTION TO STRATEGIC COMMITMENTS**

- 4.1 Commitment 5 – We will ensure that Royal Berkshire Fire and Rescue Service provides good value for money.
- 4.2 Commitment 6 – We will work with Central Government and key stakeholders in the interests of the people of Royal Berkshire.

### **5. FINANCIAL IMPLICATIONS**

- 5.1 The Fire Authority approved its Member Scheme of Allowance in February 2022, currently budgeted circa £90K. The Annual Governance report due to be presented to the Fire Authority in June 2023 will provide an accurate end of year expenditure on Member Scheme of Allowance 2022/23.

### **6. LEGAL IMPLICATIONS**

Amendments to the Authority's Standing Orders, and to its Terms of Reference and to the Terms of Reference of its committees are reserved to the Fire Authority; as is the power to appoint into roles attracting an SRA and approving or amending the Scheme of Allowances. The recommendations do not require an amendment in year to the Scheme of Allowances.

### **7. EQUALITY AND DIVERSITY IMPLICATIONS**

- 7.1 The amendments to the constitution have been updated in line with Members Code of Conduct / National Fire Chiefs Council (NFCC) Core Code of Ethics and Member and Officer Relations Protocol.

### **8. RISK IMPLICATIONS**

- 8.1 Subject to Fire Authority approval the proposed changes would mitigate the risk of not being legally compliant and current.

### **9. CONSISTENCY WITH DUTY TO COLLABORATE**

- 9.1 Not applicable.

### **10. PRINCIPAL CONSULTATION**

- 10.1 The Chief Fire Officer was consulted in preparation of this report.
- 10.2 The Head of Finance and Procurement was consulted in preparation of this report.
- 10.3 The Monitoring Officer was consulted in preparation of this report.
- 10.4 The Deputy Chief Executive was consulted in preparation of this report.

**11. BACKGROUND PAPERS**

- 11.1 Fire Authority Minutes, 25 April 2016
- 11.2 Fire Authority Minutes, 24 October 2019
- 11.3 Fire Authority Minutes, 16 November 2020
- 11.4 Members Scheme of Allowance, February 2022
- 11.5 Member – Officer Relations Protocol, April 2022
- 11.6 Members' Scheme of Allowances 2022/23

**12. APPENDICES**

- 12.1 Standing Orders – Appendix A
- 12.2 Fire Authority Terms of Reference – Appendix B
- 12.3 Management Committee Terms of Reference – Appendix C
- 12.3 Member Role Description – Appendix D

**13. CONTACT DETAILS**

- 13.1 Fayth Rowe, Democratic Support Lead [rowef@rbfrs.co.uk](mailto:rowef@rbfrs.co.uk)

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# STANDING ORDERS OF ROYAL BERKSHIRE FIRE AUTHORITY

October 2022



## STANDING ORDERS

### Interpretation

SO1. In these Standing Orders:

- a) the day of issue and the day of delivery of an agenda, or day of the receipt of a written notice of a question, and the day of the meeting are excluded from the calculation of "clear days";
- b) the day of issue and the day of delivery of an agenda and the day of the meeting, Saturdays, Sundays, Christmas Day, Good Friday, statutory bank holidays and a day appointed for public thanksgiving or mourning are excluded from the calculation of "clear working days";
- c) "Combined Area" means the Fire Authority area comprising the areas of Bracknell Forest Borough Council, Reading Borough Council, the Council of the Royal Borough of Windsor & Maidenhead, Slough Borough Council, West Berkshire Council and Wokingham Borough Council.

### Ordinary Meetings

SO2. Ordinary meetings shall be held at such places and times as the Authority may determine, at least once per quarter, in accordance with a timetable agreed at the final Meeting of the Municipal Year.

SO3. The Authority shall hold its Annual Meeting at a place and time and on a day in May or June for which summonses will be sent within seven calendar days after the date of the latest of the Annual Meetings of the six councils within the Combined Area.

### Extraordinary Meetings

SO4. An Extraordinary Meeting of the Authority may be called at any time by the Chairman of the Authority.

SO5. If the Chairman refuses to call an Extraordinary Meeting after receiving a requisition for that purpose, signed by six Members of the Authority or if, without so refusing, the Chairman does not call an Extraordinary Meeting

within seven days after receiving the requisition then any six Members of the Authority, on that refusal or on the expiration of those seven days, as the case may be, the Members in question may forthwith call an Extraordinary Meeting of the Authority.

## Timing of Meetings

SO6. Meetings shall be held at 6.30pm, unless otherwise agreed.

## Chairman and Vice-Chairman

SO7. The Chairman and Vice-Chairman shall be appointed at the Annual meeting of the Authority.

SO8. The first item of business on the agenda for the Annual Meeting shall be the appointment of a Chairman for the coming year for which (subject to SO9) the Vice-Chairman from the preceding year shall preside.

SO9. If the Vice-Chairman is absent from a meeting of the Authority, another Member chosen by the Members present shall preside.

SO10. If the office of Chairman or Vice-Chairman becomes vacant at any time, the Authority shall elect from its Members a person to replace the office holder. Such an election to replace the Chairman shall take place no later than the next ordinary meeting of the Authority after the office has become vacant.

## Agendas and Reports

SO11. At least five clear [working] days before any meeting of the Authority, a summons to attend the meeting, specifying the business to be transacted thereat and signed by the Monitoring Officer shall be left at or sent by post to the usual place of residence of every Member of the Authority or to such address (including email address) as a Member may notify for that purpose to the Monitoring Officer.

## Attendance Book

## Agenda Item 10

### Appendix A

- SO12. Every Member of the Authority attending a meeting of the Authority shall sign his/her name in the attendance book or sheet provided for that purpose.

### Quorum

- SO13. The quorum at a meeting of the Authority shall be 7 Members.
- SO14. If, during any meeting of the Authority, the Chairman, after counting the number of Members present, declares that there is not a quorum present, the meeting shall stand adjourned. The consideration of any business not transacted shall be adjourned to a time fixed by the Chairman at the time the meeting is adjourned, or, if such a time is not fixed, to the next ordinary meeting of the Authority.

### Order of Business

- SO15. Subject to what follows, the order of business at every meeting of the Authority will be:
- a) to choose a person to preside if the Chairman and Vice-Chairman are absent;
  - b) to deal with any item required by statute to be done before any other item;
  - c) to receive any apologies for absence and any changes in Membership since the last meeting of the Authority.
  - d) to approve as a correct record and sign the minutes of the last meeting of the Authority;
  - e) to receive petitions and questions from the public;
  - f) to receive such communications as the Chairman may desire to lay before the Authority;
  - g) to dispose of business (if any) remaining from a previous meeting;
  - h) to receive and consider the recommendations of Committees;

- i) to answer questions by Members asked under Standing Order SO30;
  - j) to consider Motions under Standing Order SO43 in the order received;
  - k) other business, if any, specified in the Agenda; and
  - l) to note minutes of Committees.
- SO16. The order of business (with the exception of items (a), (b) (c) and (d)) may be altered by the Chairman of the Authority, or by a resolution following a motion moved, seconded and put to the meeting without debate.

## Minutes

- SO17. The minutes of the business considered and decisions reached at each meeting of the Authority shall be printed and a copy sent to each Member with or prior to the Agenda to attend the next meeting of the Authority.
- SO18. When the minutes of a previous meeting come before the Authority, the Authority shall firstly determine any questions raised as to their accuracy and when approved the Chairman shall sign the minutes. No other motion or discussion shall take place upon the minutes, except that a Member may request information as to progress or further development of any matter referred to in the minutes.

## Petitions

- SO19. Any petition to be submitted to the Authority must be in writing and signed by at least 25 local government electors of the Combined Area who shall also state their addresses. Any Petition must be submitted to the Monitoring Officer not less than seven clear working days before the meeting at which it is first to be presented. The Monitoring Officer shall date and number each petition on receipt of it and enter it in a book which anyone may inspect.
- SO20. No petition shall relate to any matter of a personal nature.
- SO21. The Monitoring Officer, upon receiving a petition shall present the same, to the next meeting of Authority.

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### Appendix A

- SO22. Any local government elector of the Combined Area who is a signatory to a petition may be present at the Authority meeting and may speak upon the petition for not more than five minutes, which period of time may be extended with the consent of the Authority. Only one elector may speak upon any petition. No Member of the Authority shall be permitted to speak under this Standing Order.
- SO23. No petition shall be accepted if a petition with the same or similar object has been heard by the Authority, within a period of six months prior to the receipt by the Monitoring Officer of the petition.
- SO24. A petition, once received may be acted upon by the Authority.

### Questions from the Public

- SO25. At any ordinary meeting of the Authority, any registered local government elector within the Combined Area and any individual acting on behalf of a trade union recognised by the Authority, may ask one question relating to the business of the Authority, **provided that written notice has been given of the question to the Monitoring Officer no later than 2.00pm two clear working days before the meeting of the Authority** at which the question is to be asked.
- SO26. The Monitoring Officer may, having consulted the questioner, reword any question received before circulation to Members of the Authority to bring it into proper order or delete improper or unbecoming language.
- SO27. Questions under SO25 shall be taken by the Chairman in the order in which they are received by the Monitoring Officer. Questions shall be asked and answered without discussion. The Chairman may decline to answer a question, provide a written reply or nominate another Member to answer it on his/her behalf.
- SO28. A person asking a question may ask one supplementary question arising directly from the answer given, provided that it is relevant to the original question and does not introduce any new subject matter.
- SO29. The time allowed for written and supplementary public questions shall not exceed 25 minutes. Questions not answered within that period shall be the subject of a written reply.

## Written Questions by Members

- SO30. If the Member has given the notice required by SO31 he/she may ask up to three questions at any one meeting on any of the functions of the Authority or any business relating to a joint committee or body to which the Authority appoints representatives.
- SO31. A Member wishing to ask a question under SO30 shall send a signed copy of the question to be asked to the Monitoring Officer via [committeeteam@rbfrs.co.uk](mailto:committeeteam@rbfrs.co.uk), **to be received no later than 2.00pm two clear working days before the meeting of the Authority** at which the question is to be asked.
- SO32. In cases of urgency as determined by the Chairman, Members may submit questions without complying with the timetable specified in the preceding subsection.
- SO33. Every question asked under SO30 shall be put when the item "Questions" is reached on the agenda.
- SO34. No such question shall be the subject of a speech or motion.
- SO35. One supplementary question may be asked by the questioner providing it introduces no new matter, or, if the questioner does not exercise this right, another Member of the Authority.
- SO36. The time allocated to questions shall not exceed thirty minutes.
- SO37. Questions shall be taken in the order in which they are received by the Monitoring Officer and questions not answered within the allocated time shall be the subject of a written reply within seven days to all members.
- SO38. A Member submitting a question may indicate if he/she wishes the question to be the subject of a written reply to be circulated to all Members of the Authority before the meeting. If the Chairman of the Authority is able to and chooses to accede to such request, the question and answer shall be circulated to all Members and published.
- SO39. Where a Member is unable through absence to put a question under SO30 when it is reached on the agenda, such question shall be deemed to have been put and shall thereupon be answered if the Member has

## Agenda Item 10

### Appendix A

indicated his/her willingness for it to be so put in the notice given in accordance with SO31.

- SO40. Where the reply to any question cannot conveniently be given orally, the answer shall be circulated to Members of the Authority at the outset of the meeting.
- SO41. A question may be answered by the Chairman, the Chairman of a committee or by such other Member or Members as the Chairman of the meeting may decide.
- SO42. No question shall be asked at any meeting summoned by the Chairman or by the requisition of members under Schedule 12 of the Local Government Act 1972 unless it is relevant to the business for which such a meeting is called. The Chairman shall decide whether the question is relevant.

### Motions and Amendments without notice

- SO43. A Member may move without notice any of the following Motions and amendments:
- a) To appoint a Chairman for that meeting or the remainder of the Meeting.
  - b) Motions relating to the accuracy of the Minutes.
  - c) To vary the order of the Agenda.
  - d) That a matter be referred or referred back to a Committee
  - e) To give leave to withdraw or amend Motion.
  - f) To extend the time limit for speeches.
  - g) To move on to the next item on the Agenda.
  - h) To put the question immediately to the vote.

- i) To adjourn the debate.
- j) To adjourn the meeting.
- k) To suspend one or more Standing Orders.
- l) To exclude the public from the meeting under Section 100A(4) of the Local Government Act 1972
- m) Not to hear a Member further.
- n) By the Chairman to require a Member to leave the meeting.
- o) To give any consent required by these Standing Orders.

## Notices of Motion

- SO44. A Motion not listed in SO43 must be given in writing to the Monitoring Officer at least seven clear working days before the Authority meeting, and be signed by the Member(s) giving the notice.
- SO45. Motions must relate to matters where the Authority has powers or duties or which affect the Combined Area.
- SO45A. A Notice of Motion of No Confidence may be given concerning any Member in a position for which a Special Responsibility Allowance is listed in the Authority's Scheme of Allowances unless by virtue of being a Group Leader (irrespective of whether such allowance is claimed or paid). It must be signed by no less than seven Members before being given in accordance with SO44 and the following provisions apply:
- a) The Notice must detail the reasons for the Motion of No Confidence and have regard to the requirements of the Members' Code of Conduct.
  - b) No amendments will be allowed to the Motion of No Confidence at the meeting where the matter is discussed.
  - c) If a Motion of No Confidence is passed which results in the removal of

## Agenda Item 10

### Appendix A

a Chairman or Vice Chairman, the Authority or the Committee (as the case may be) will be required to consider the appointment of its Chairman or Vice Chairman (as appropriate) at its next scheduled meeting.

- SO46. The Monitoring Officer shall:
- a) date and number each Notice of Motion on receipt of it and enter it in a book which anyone may inspect; and
  - b) set out in the Agenda for the Authority meeting all Motions which comply with the requirements of SO44, SO45 and SO45A of these Standing Orders in the order they have been received, unless the Member(s) has (have) in writing either withdrawn it or stated a wish to move it at a later meeting.
- SO47. The Authority will treat as withdrawn any Motion not moved at the meeting at which it appears upon the Agenda, unless its postponement is agreed.
- SO48. Any Motion the subject matter of which comes within the province of any Committee(s) may:
- a) be referred without discussion to such Committee(s); or
  - b) be referred without discussion to such other Committee(s) as the Authority may decide; or
  - c) be dealt with at the meeting at which it is moved if the Authority considers that it would be convenient to do so.
- SO49. The Member who has moved the Motion must be notified by the Monitoring Officer of the meeting(s) of the Committee(s) which it has been referred, and has the right to attend the meeting(s) and to explain the Motion.
- SO50. If it appears to the Monitoring Officer that a motion of which he/ she has received notice is not in order, or is framed in improper or unbecoming language, he shall take the direction of the Chairman as to whether and in what form it shall be placed on the agenda, and the decision of the Chairman, after consultation if possible with the giver of the notice, shall be final.
- SO51. If a Motion, notice of which has been given in the Authority agenda, be not moved by the Member who has given notice thereof, such Motion may,

with the consent of the Authority given by a show of hands without debate, be moved by some other Member, otherwise it shall be deemed to have been withdrawn and shall not be moved without fresh notice.

- SO52. No Motion to rescind any resolution passed within the preceding six months, and no motions or amendments to the same effect as one which has been rejected within the preceding six months, shall be proposed unless the notice thereof bears the name of at least seven Members of the Authority. When any such motion or amendment has been disposed of by the Authority, it shall not be open to any Member to propose a similar motion within a further period of six months. This SO52 shall not apply to motions moved in pursuance of a recommendation of a Committee.

### Committee Recommendations and Minutes

- SO53. Any Member of the Authority may ask the Chairman of a Committee any question upon an item in the recommendations or Minutes of that Committee then before the Authority, if the question is put before the consideration of these items by the Authority has been concluded.
- SO54. The Chairman concerned may at any time nominate his/her Vice-Chairman or any other Member with special responsibility to answer any such question.
- SO55. Whenever a Committee, in exercise of power delegated to it, resolves to take action or to take no action on any matter, there shall be no debate on this decision except that:
- a) any Member may comment on the decision;
  - b) if a decision shall state no action, a motion may be put to ask the Committee to reconsider its decision;
  - c) a motion may be put to express the Authority's disapproval of the action taken.

### Matters to be included in Agendas

- SO56. Members' requests for items to be included on the agenda for a meeting of the Authority shall be in writing and received by the Monitoring Officer at least ten clear days before the next ordinary meeting of the Authority, failing which they shall not be so included without the express approval of the Chairman of the Authority.

## Agenda Item 10

### Appendix A

#### Rules of Debate for Authority Meetings

- SO57. Whenever the Chairman signals during a debate, a Member then speaking and all Members except the Chairman shall be silent.
- SO58. A Member seeking to speak shall so indicate by raising his/her hand and shall speak when called to do so by the Chairman.
- SO59. A Member, when speaking, shall address the Chairman.
- SO60. A Member shall direct his/her speech strictly to the subject matter under discussion.
- SO61. Unless with the consent of the Authority, to be ascertained by a show of hands without debate, no Member shall speak for more than five minutes on the question under discussion with the exception of the mover of the original motion giving rise thereto, who in moving his/her proposition shall not, save with the like consent, speak for more than ten minutes.
- SO62. Any extra time agreed to by the Authority shall be limited to one period of five minutes only.
- SO63. SO61 shall not apply to a speech by the Member moving the Budget, for the ensuing year, but shall apply to his/her reply.
- SO64. No motion or amendment shall be spoken upon except by the mover until it has been seconded.
- SO65. Any Member may formally second a motion or an amendment, in which case he may speak later in the debate.
- SO66. A Member shall not (except in the exercise of his/her right to reply) speak more than once on the same motion or amendment except to a point of order, or by way of personal explanation. The mover of an amendment shall have no right of reply to the debate on his/her amendment.
- SO67. Any amendment to a motion shall be either:
- a) to refer a subject of debate to a Committee for consideration or re-consideration;
  - b) to leave out words;

- c) to leave out words and insert or add others;
- d) to insert or add words;

but such omission, insertion or addition of words shall not have the effect of negating the motion before the Authority.

- SO68. When an amendment is moved and seconded, no other amendment shall be taken into consideration until the first has been disposed of, provided that the Chairman may permit 2 or more amendments to be considered together (but not voted upon), if, in his/her opinion, this course will facilitate the proper conduct of the Authority's business.
- SO69. If an amendment be carried, it shall displace the original motion and become itself the substantive motion, upon which any further amendment may be moved, provided such further amendment is not inconsistent with the alterations of the original motion made by the amendment which has been carried, and provided that any further amendment is not a direct negative of the motion.
- SO70. A Member may, with the consent of the Authority, to be ascertained by a show of hands without debate, alter an original motion which he has moved, or proposes to move, provided that the alteration be such as could be moved as an amendment under this Standing Order.
- SO71. A motion or amendment may be withdrawn by the mover with the consent of a seconder and of the Authority, to be ascertained by a show of hands without debate, and no Member may speak upon it after the mover has asked permission for its withdrawal; unless such permission shall have been refused.
- SO72. The mover of a motion, or of an amendment which has become the substantive motion, shall have a right of reply. After reply, the motion shall be put from the chair without further debate. The mover of an original motion, or of an amendment which has become a substantive motion, shall not introduce new matter in his/her reply.
- SO73. A Member of the Authority, other than the mover or seconder of a motion or amendment before the Authority, may at any time formally move "that the Authority proceed to the other business of the day" on the formal seconding of which the Chairman shall immediately put the same to the Authority without speech or debate, and if carried by show of hands, the subject in debate shall be considered as disposed of.

## Agenda Item 10

### Appendix A

- SO74. It shall be competent for a Member of the Authority, other than the mover or seconder of a motion or amendment before the Authority, at any time to move formally "that the question be now put", and upon being formally seconded, it shall be put forthwith without speech or debate. Where an amendment is under discussion, the motion shall apply only to that amendment. If the motion be carried, then, if the question before the Authority be the original motion or a first amendment, the Chairman shall call upon the mover of the original motion to reply before putting the question.
- SO75. Upon the motion for an adjournment, all the speakers shall limit their observations to the question of adjournment. After a motion for adjournment of a debate, or the adjournment of the Authority has been rejected, another motion for the same or the like purpose shall not be moved within thirty minutes, except by consent of the Authority, to be ascertained by show of hands without debate. On resuming an adjournment debate, the Member who moved the adjournment shall be entitled to speak first.
- SO76. The Chairman may at any time upon being satisfied that any motion or other matter has been fully debated by the Authority require that "the question be now put" but before the question be put, the mover of the original motion shall be entitled to exercise his/her right of reply.
- SO77. The ruling of the Chairman, on the advice of the Monitoring Officer, as to the construction or application of these Standing Orders, or as to proceedings of the Authority, shall not be challenged at any meeting of the Authority.

### **PERSONAL EXPLANATION AND POINTS OF ORDER**

- SO78. A personal explanation shall be confined to some material part of an earlier speech by the Member and on which a misunderstanding has occurred.
- SO79. A point of order is a request by a Member to the Chairman of the Authority to rule on an alleged irregularity in the constitution or procedure in the meeting.
- SO80. A Member may rise on a personal explanation or a point of order at any time and is entitled immediately to address the Chairman of the Authority on the matter; but the Member who raises a point of order must specify

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To be approved by Royal Berkshire Fire Authority on 4 October 2022

immediately a Standing Order or statutory provision, and say how it has been broken or infringed and in either case the Member's speech must be confined to the personal explanation or point of order.

- SO81. The ruling of the Chairman of the Authority on the advice of the Monitoring Officer on a personal explanation or point of order is not open to discussion.

#### **ORDER AT AUTHORITY MEETINGS**

- SO82. If at a meeting any Member of the Authority, in the opinion of the Chairman, notified to the Authority, misconducts his/her self by persistently disregarding the ruling of the Chairman, or by willfully obstructing the business of the Authority, the Chairman, or any other Member, may formally move "that the Member named be not further heard" and the motion, upon being formally seconded, shall be put and determined without speech or debate.

- SO83. If the Member named continues his/her misconduct after a motion under the foregoing paragraph has been carried, the Chairman shall either:

- a) move "that the Member named do leave the meeting" (in which case, the motion shall be put and determined without seconding or discussion); or
- b) adjourn the meeting of the Authority for such a period as his/her discretion shall consider expedient.

- SO84. In the event of general disturbance which, in the opinion of the Chairman, renders the due and orderly dispatch of business impossible, the Chairman in addition to any other power vested in him/her may, without discussion, adjourn the meeting of the Authority for such period as in his/her discretion shall consider expedient.

- SO85. The Chairman may call a Member to order for irrelevance, repetition, imputation of

dishonourable conduct or improper remarks, unseemly language, offensive gestures or any breach of order and may direct a Member, if speaking to discontinue his/her speech and any Member of the Authority may rise to call the attention of the Chairman to any of the said matters during the speech of a Member.

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### Appendix A

- SO86. If a member of the public interrupts the proceedings at any meeting, the Chairman may warn him/her. If they continue to interrupt, the Chairman may order his/her removal from the meeting room.

### VOTING

- SO87. The mode of voting at meetings of the Authority shall be by show of hands. Members must be seated when the vote is taken.

- SO88. Where immediately after a vote is taken at a meeting:

- (a) any Member may require that his/her vote cast for or against the question or whether he/she abstained from voting is recorded in the Minutes;
- (b) any Member of the Authority may require, the number of those voting on any question shall be recorded and entered in the Minutes of the Meeting
- (c) any Member, supported by two other Members, so requires, the voting on any question shall be recorded so as to show how each Member present, and voting, gave his/her vote
- (d) which is a budget decision meeting of the Authority there shall be recorded in the minutes of the proceedings of that meeting the names of the Members who cast a vote for the decision or against the decision or who abstained from voting

- SO89. In the case of equality of votes, the Chairman shall have a second or casting vote.

### INTEREST OF MEMBERS IN CONTRACTS AND OTHER MATTERS

- SO90. A Member who has a Disclosable Pecuniary Interest

- a) if the interest has not been registered, shall disclose the interest ; and
- b) shall not participate in discussion of the matter, or vote on the matter and shall leave the Chamber/room when the matter is being considered unless he or she has been granted a dispensation by the Monitoring Officer

- SO91. Members shall have regard to the provisions of the Fire Authority's Code of Conduct\* when taking decisions at meetings of the Fire Authority and its Committees. (\* Code of Conduct hyperlinked)

## **INTEREST OF OFFICERS IN CONTRACTS**

- SO92. If any officer of the Authority has an interest, direct or indirect, within the meaning of Section 117 of the Local Government Act 1972 in any contract, proposed contract or other matter under consideration by the Authority, he/she shall withdraw from the meeting, unless the contract, proposed contract or other matter is under consideration by the Authority as part of the Minutes of a Committee or Sub-Committee and is not itself the subject of debate.

## **CANVASSING OF THE RECOMMENDATIONS BY MEMBERS**

- SO93. Canvassing of Members of the Authority directly or indirectly, for any staff appointment under the Authority shall disqualify the candidate concerned for that appointment. The purport of this paragraph shall be brought to the attention of applicants.
- SO94. A Member of the Authority shall not solicit for or against any person for any staff appointment under the Authority, but this shall not preclude a Member from giving a written testimonial of a candidate's character for submission to the Authority with an application for appointment.

## **RELATIVES OF MEMBERS OR OFFICERS**

- SO95. A candidate for any appointment under the Authority who knows that he/she is related to any Member or senior officer of the Authority shall, when making application, disclose that relationship. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed, shall be liable to dismissal without notice. Every Member and senior officer of the Authority shall disclose to the Monitoring Officer any relationship known to him to exist between himself and any person who he knows is a candidate for an appointment under the Authority.

The Monitoring Officer shall report to the Authority, or to the appropriate Committee, Sub-Committee or person having power to make the appointment, any such disclosure.

- SO96. SO95 shall be drawn to the attention of applicants and for the purpose of this, SO95 "senior officer" means the Chief Fire Officer or Chief Executive, Deputy Chief Fire Officer, Assistant Chief Fire Officer, Director of Support Services and Chief Finance Officer or equivalent.

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### Appendix A

SO97. In all other cases declarations shall be made to the Monitoring Officer and the Chief Fire Officer or Chief Executive.

#### **APPOINTMENT OF CHIEF FIRE OFFICER OR CHIEF EXECUTIVE**

SO98. Where the Authority proposes to appoint a Chief Fire Officer or Chief Executive, the Monitoring Officer shall:

- a) draw up a statement specifying:
  - i) the duties of the officer concerned; and
  - ii) any qualifications or qualities to be sought in the person to be appointed.
  - iii) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it, and
  - iv) make arrangements for a copy of the statement mentioned in paragraph
- b) above to be sent to any person on request.

SO99. Where a post has been advertised as provided in SO98 the Authority shall:

- a) interview all qualified applicants for the post; or
- b) select a short list of such qualified applicants and interview those included on the short list.

SO100. Where no qualified person has applied, the Monitoring Officer shall make further arrangements for the post to be advertised in accordance with this Standing Order.

#### **MEMBERS' ACCESS TO DOCUMENTS**

SO101. On application to the Monitoring Officer and subject to the remaining paragraphs of this Standing Order, a Member of the Authority may, for the purposes of his/her duty as such a Member but not otherwise, inspect any document which has been considered by the Authority or by a Committee or Sub-Committee and, if copies are available, shall on request be supplied for the like purposes with a copy of such a document.

SO102. No Member may knowingly call for the inspection nor call for any copy of any document relating to a matter in which he/she is professionally interested or in which he/she has a Disclosable Pecuniary Interest, and whether disclosed or not, within the meaning of the Localism Act 2011

and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

SO103. The Monitoring Officer may decline to allow inspection of any document which has been or is to be considered by a Committee or Sub-Committee which in his/her opinion discloses exempt information of a description for the time being falling within paragraphs 1 to 7, of Part I of Schedule 12A to the Local Government Act 1972.

SO104. Any document or information contained within a document which is inspected by or copied to a Member of the Authority shall remain subject to the same restrictions on its disclosure as existed before the inspection or copying. In particular, any confidential information within the meaning of Section 100A(3) or exempt information within the meaning of Section 100I and Schedule 12A of the Local Government Act 1972 remains confidential or exempt, as the case may be.

#### **INSPECTION OF LANDS, PREMISES etc**

SO105. Unless duly authorised, no Member of the Authority shall issue any order respecting any works which are being carried out by or on behalf of the Authority, nor claim by virtue of their membership of the Authority any right to inspect or to enter upon any Fire Stations land or premises which the Authority has the power or duty to enter or which are owned by the Authority.

#### **EXERCISE OF DELEGATED POWERS**

SO106. No group of Members or individual Member, other than a duly constituted committee or sub-committee acting in exercise of its delegated powers where applicable and in accordance with its terms of reference, shall be entitled to take any action on behalf of the Authority or to issue any instruction to an officer of the Authority to take executive action.

#### **APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES**

SO107. The Authority shall every year at the Annual Meeting decide by resolution which Committees it intends to establish as "Standing Committees", and shall appoint Members to each **such** Committee.

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SO107A. No Committee shall be summonsed to convene on either the date of the Annual Meeting nor the date of another Committee.

SO107B. At the first meeting of a Committee or Sub-Committee following the Annual Meeting of the Authority, the Committee or Sub-Committee will elect its Chairman and Vice-Chairman for the year as follows:

a) a Member will be chosen by vote to preside over the election of the Chairman for the year;

b) if an equality of votes results in no Member being chosen in accordance with SO107B(b) the Vice-Chairman from the preceding year shall preside over the election of the Chairman for the year and SO89 will therefore apply.

SO108. Any Committee may appoint sub committees to discharge any of its functions, subject to the approval of the Authority as to the particular functions to be discharged.

SO109. The term of office of each Committee (or Sub-Committee) Member shall expire at the Annual Meeting next after their appointment, or at such earlier time as the Authority shall determine, or by resignation.

SO110. Where a Member is unable to attend a meeting of a Committee, or a Sub-Committee, the Member, or representative of that Member's political group may nominate another Member of the Authority to attend as their substitute, provided the Monitoring Officer is given notice of the proposed change whereupon the provisions of SO [119] and SO[120] shall apply.

SO111. The quorum of the Management Committee shall be 4 and the quorum of the Audit and Governance Committee shall be 3. The quorum for additional Committees or Sub-Committee shall be 3 Members of the Committee or Sub-Committee concerned or such greater number of Members as the Authority may determine.

## **COMMITTEE MEETINGS**

SO112. The Monitoring Officer shall summon any Committee or Sub-Committee or group of Members appointed by a Committee or Sub-Committee to consider or deal with a specific matter at the time and date previously resolved, or on request of the Chairman, or without request to deal with business of urgency which, in the opinion of the Monitoring Officer necessitates a meeting of the Committee or Sub-Committee.

## **PROCEDURE AT COMMITTEE AND SUB-COMMITTEE MEETINGS**

SO113. The Standing Orders of the Authority shall apply to Committee and Sub-Committee meetings, except SO2 - SO10; SO13- SO42 and SO44-SO52.

## **RESIGNATION OF COMMITTEE MEMBERSHIP**

SO114. Any Member of a Committee may resign his/her membership of a Committee, Sub-Committee or other body by notice in writing signed by him and delivered to the Monitoring Officer, which shall become effective immediately.

## **CONFIDENTIALITY**

SO115. Pursuant to the provisions of Section 100 of the Local Government Act 1972 all Authority, Committee and Sub-Committee reports and documents marked as "Confidential" shall be treated as confidential at all times. In relation to reports and documents marked "Exempt" they shall be treated as confidential until they become public in the ordinary course of the Authority's business and the following classification shall be used for reports to the Authority or its Committees and Sub-Committees:

- a) "CONFIDENTIAL - Not for publication at any time by virtue of Section 100A(2) of the Local Government Act 1972" - Reports dealing with information supplied by a Government Department on condition that it is kept confidential or where the disclosure of information in the report is prohibited by statute or court order.
- b) "EXEMPT - Not for publication unless authorised by the Authority/Committee/Sub-Committee. This/her report contains exempt information by virtue of paragraph(s) of Part 1 of Schedule 12A of the Local Government Act 1972" - Reports which the Proper Officer considers contain exempt information and are likely to be considered

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### Appendix A

in private.

**(NOTE: The Authority, Committee or Sub-Committee may still resolve to deal with the report in public at the meeting itself)**

#### **THE SEAL AND EXECUTION OF DOCUMENTS**

- SO116. The Common Seal shall be kept in a safe place in the custody of the Monitoring Officer.
- SO117. Any decision of the Authority, a Committee or Sub-Committee or Officer exercising delegated functions shall be deemed to authorise the affixing of the Common Seal to that document and the affixing of the Common Seal shall be attested by the Monitoring Officer or Chief Finance Officer.
- SO118. Where any document will be a necessary step in legal proceedings on behalf of the Authority, it shall be signed by the Monitoring Officer or such other officer as may be designated by him unless any enactment requires otherwise provided that the Authority or a Committee or Sub-Committee exercising delegated powers, if legally entitled, may authorise some other officer to execute any such document.

#### **SUBSTITUTION**

- SO119. The nomination of a substitute given in accordance with SO110 shall be in writing specifying the Committee to which it relates and the period or periods of time for which the substitution shall apply, and shall be signed and sent by the substituted Member's political group representative for the purpose of the Authority, to the Monitoring Officer to the Authority. Upon receipt, the Monitoring Officer will amend the Members' Register accordingly.
- SO120. A Member attending as substitute shall, at the commencement of the Meeting, identify the Member on whose behalf he attends, who shall then be excluded from participation in that Meeting.
- SO121. A Member, attending as a substitute in the absence of the Member from any Meeting of the relevant Committee shall be entitled to attend, speak and vote at the Meeting (but not, in the case of the nominating Member being the Chairman or Vice-Chairman, to exercise the rights and functions of that office).

## VARIATION OR REVOCATION OF STANDING ORDERS

SO122. These Standing Orders shall not be amended, added to or rescinded unless notice shall have first been given to the Members in the Authority Agenda and such notice shall state the terms and effect of any proposed variation or revocation of these Standing Orders.

SO123. The Authority will review the operation of these Standing Orders no later than every four years.

## SUSPENSION OF STANDING ORDERS

SO124. Except in respect of SO7 to SO10 (Chairman and Vice-Chairman), SO44 to SO52 (Notices of Motion), SO17 & SO18 (Minutes); SO87 to SO89 (Voting); SO92 to SO97 (Staff /interests) and SO107 (Appointment of Committees and Sub-Committees), any Member may, for any stated purpose, move the suspension of any Standing Order of the Authority and the motion, on being seconded, shall be put forthwith without speech or debate.

## STANDING ORDERS TO BE SUPPLIED TO MEMBERS

SO125. The Monitoring Officer shall arrange for a printed or electronic copy of these Standing Orders to be provided to each Member of the Authority upon being first appointed a Member of the Authority.

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### Appendix A

# FIRE AUTHORITY

Terms of Reference

October 2022



## **FIRE AUTHORITY TERMS OF REFERENCE**

### Membership

- CO1. The Authority shall have 20 Members and the quorum of a meeting of the Authority shall be 7<sup>1</sup> members.
- CO2. The appointment of the Chairman and Vice-Chairman shall be the first item of business at the initial meeting of the Municipal Year.

### Functions of the Fire Authority

- CO3. The Authority shall exercise the following functions and responsibilities:
- a) To approve the Authority's Standing Orders; Scheme of Delegation to Officers; Contract Procedure Rules; Financial Regulations; and Terms of Reference for its Standing Committees including deciding upon their political composition and making appointments to them;
  - b) To appoint on an annual basis the Authority's Standing Committees, Lead Members, Member Champions, Honorary Member Champions and representatives to outside bodies in the following areas of responsibility:
    - i) Budget and Income Generation Lead Member
    - ii) Community Risk Management Plan Lead Member
    - iii) Strategic Assets **and Sustainability** Lead Member
    - iv) Collaboration Lead Member
    - v) Community Safety Champion
    - vi) Safety, Health, Fitness, Wellbeing and Member Development Champion**
    - vii) Equality, Diversity and Inclusion Champion**

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<sup>1</sup> See SI: minimum of a third or such number as the Authority agrees. Therefore see SO13. Agenda publication and frequency of Committee meetings can be found in Standing Orders: SO1 and SO112.

~~viii) Safety, Health, Fitness and Wellbeing Champion~~

~~ix) Organisational Development Champion~~

x) Armed Forces Honorary Champion

~~xi) Equality, Diversity and Inclusion Honorary Champion~~

xii) Local Government Association Fire Commission Representative

xiii) Thames Valley Fire Control Service Joint Committee Representatives

- c) To approve a balanced revenue budget and adopt a Medium Term Financial plan for the Authority;
- d) To approve the Authority's Precept;
- e) To approve the Strategic Asset Investment Framework;
- f) To approve the Reserve Strategy;
- g) To approve the Authority's level of borrowing;
- h) To approve the Prudential Indicators in accordance with the Prudential Code;
- i) To approve the Treasury Investment Strategy;
- j) To appoint and revoke the appointment of any member or individual to:
  - i) Any office other than an office in which he or she is employed by the Authority; and
  - ii) Any other outside body, organisation or a joint committee of two or more authorities;
- k) To approve any proposed remuneration for any post in excess of £100,000 per year.

Agenda publication and frequency of Committee meetings can be found in Standing Orders: SO1 and SO112.

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To be approved by the Fire Authority on 4 October 2022

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- l) To approve the appointment or dismissal of the Chief Fire Officer or Chief Executive, Deputy to the Chief Fire Officer, Chief Finance Officer and Monitoring Officer;
  - m) To approve the Authority's Code of Conduct for Members on recommendation from the Audit and Governance Committee;
  - n) To approve the name change of the fire and rescue service for the Authority's area from "Royal Berkshire Fire and Rescue Service";
  - o) To approve the Annual Pay Policy Statement and Scheme of Members' Allowances;
  - p) To approve, amend and adopt the Authority's Policy Direction / Strategic Commitments including (but not exclusively) the following areas of policy: -
    - i) Corporate Plan and Community Risk Management Plan (CRMP)
    - ii) Annual Plan
- CO4. To approve all other matters which, by law, must be reserved to the Fire Authority.

## Committees

### Total Number of Committee Places

- CO5. The total number of Standing Committees shall be two - 1) the Audit and Governance Committee of [9] members and 2) the Management Committee of [11] members - whose membership shall be mutually exclusive.

## Terms of Reference

- CO6. All other matters not listed in the Terms of Reference are delegated to the committees except where there is a requirement to submit a recommendation to the Fire Authority or another Committee. A committee

Agenda publication and frequency of Committee meetings can be found in Standing Orders: SO1 and SO112.

### **OCTOBER 2022**

To be approved by the Fire Authority on 4 October 2022

may delegate matters within its Terms of Reference to a subcommittee and / or an officer as it deems appropriate.

CO7. These Terms of Reference will be reviewed no later than every four years.

Agenda publication and frequency of Committee meetings can be found in Standing Orders: SO1 and SO112.

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## Agenda Item 10

### Appendix B

# MANAGEMENT COMMITTEE

Terms of Reference

October 2022



## Agenda Item 10

### Appendix C

## MANAGEMENT COMMITTEE

### Membership

- CO8. The Management Committee shall have 11 Members and the quorum shall be 4 Members.<sup>1</sup>
- CO9. The appointment of Chairman and Vice-Chairman shall be the first item of business at the initial meeting of the Municipal Year.

### Functions of Management Committee

- CO10. To discharge all of the functions and responsibilities of the Authority except in so far as such function and/or responsibility or any other matter:
- (a) has been expressly reserved as a decision of the Fire Authority or is reserved by law to the Fire Authority, or
  - (b) falls within the terms of reference and delegation of any other Committee, or under the Scheme of Delegation to Officers of the Authority.
- CO11. To nominate member representatives to attend conferences on behalf of the Authority.
- CO12. To determine and oversee the priority programmes specified below, and to determine future priority programmes as and when required:
- (a) Community Risk Management Plan (CRMP)
  - (b) Strategic Assets **and Sustainability**
  - (c) Budget
  - (d) Collaboration
- CO13. To approve contracts of the value of £1 million or more.
- CO14. To determine matters relating to pay and remuneration where required by collective agreements or legislation.

Agenda publication and frequency of Committee meetings can be found in Standing Orders: SO1 and SO112

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- CO15. To select on behalf of the Authority - the Chief Fire Officer or Chief Executive, and deputy to the Chief Fire Officer or Chief Executive, or equivalent, taking advice from suitable advisers and to make recommendations to the Authority as to the terms of appointment or dismissal.
- CO16. To consider and make recommendations to the Authority in respect of the appointment of a statutory finance officer and a statutory monitoring officer.
- CO17. To act as the Employers' Side of a negotiating and consultation forum for all matters relating to the employment contracts of the Chief Fire Officer and Chief Executive, deputy to the Chief Fire Officer and Chief Executive, or equivalent; and where relevant, employees contracted to "Gold Book" terms and conditions in whole or in part.
- CO18. To hear appeals if required to do so in accordance with the Authority's Policies.
- CO19. To determine policies, codes or guidance relating to grievance, disciplinary, conduct, capability, dismissals and appeals relating to Chief Fire Officer or Chief Executive and all other Principal Officers or Directors.

## Terms of Reference

- CO20. These Terms of Reference will be reviewed by the Authority at least every four years.

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<sup>i</sup> See SO113

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# ROYAL BERKSHIRE FIRE AUTHORITY

## Member Role Description

October 2022



[f](#) RoyalBerksFRS   [t](#) @RBFRSOfficial   [@](#) RoyalBerkshireFire

[in](#) Royal Berkshire Fire & Rescue Service   [www.rbfrs.co.uk](http://www.rbfrs.co.uk)

## Agenda Item 10

### Appendix D

## INTRODUCTION

This document **should be read alongside the Member and Officer Protocol and** is linked to the Member Scheme of Allowance and Fire Authority Terms of Reference. It contains the role description for Royal Berkshire Fire Authority Members and specific Member appointed roles. All of the Member roles listed below are appointments made annually at the Annual Fire Authority meeting held in June, Extraordinary meetings; or, whenever a vacant position becomes available mid-year.

- Member of the Fire Authority
- Chairman and Vice-Chairman of the Fire Authority
- Chairman and Vice-Chairman of Fire Authority Committees
- Lead Member Appointments
- Champion Appointments
- Honorary Member Champion
- Local Government Association Fire Commission Representative;
- Thames Valley Fire Control Service Joint Committee Representative; and
- Thames Valley Collaboration Steering Group Representative

For clarity, where the document refers to Fire Authority this means Royal Berkshire Fire Authority (RBFA).

## **FIRE AUTHORITY MEMBER - ROLE DESCRIPTION**

### **1 Accountabilities**

- To Royal Berkshire Fire Authority and Royal County of Berkshire
- All Councillors will at all times observe the Members' Code of Conduct and Member / Officer Protocol.

### **2 Role and Functions of all Councillors**

- To represent the interests of the population of the whole area of the Fire Authority
- To represent the views and interests of the constituent Unitary Authority and its communities on the Fire Authority
- To liaise with other Elected Members, principal authorities, officers and partner organisations to ensure Strategic Commitments of the Fire Authority are identified, understood and supported
- To be a channel of communication to the community on Fire Authority strategies, policies, services and procedures
- To be an advocate for the Fire Authority

#### **2.1 Making decisions and overseeing Fire Authority performance**

- To participate in Fire Authority meetings, reaching and making informed and balanced decisions, and overseeing performance
- To participate in informed and balanced decision making on Fire Authority committees to which they might be appointed
- To adhere to the principles of democracy and collective responsibility in decision-making
- To promote and ensure efficiency and effectiveness in the provision of Fire Authority services

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#### 2.2 Representing the Authority (subject to appointment)

- To represent the Fire Authority on outside bodies as an appointee of the Fire Authority
- To represent and be an advocate for the Fire Authority on local and national bodies and events

#### 2.3 Internal governance, ethical standards and relationships

- To promote and support good governance of the Fire Authority and its affairs
- To provide leadership and promote citizenship as a representative of the Fire Authority

#### 2.4 Personal and role development

- To participate in opportunities for development provided for members by the Fire Authority

### 3 Rights and Duties

- Councillors will have such rights of access to documents, information, of the Fire Authority as are necessary for the proper discharge of their functions and in accordance with the Local Government Act 1972 (section 100B)
- Councillors will not make public, information which is confidential or exempt without the consent of the Fire Authority or the subject of the information, or divulge personal information or information given to them in confidence to anyone other than a Councillor or officer entitled to know it without consent.
- For these purposes, “confidential” and “exempt” information are defined in the Local Government (Access to Information) Act 1985
- Councillors will mediate fairly and constructively, and encourage trust by representing all sections of the community
- Councillors will act ethically, consistently and with integrity when communicating values or representing group views in decisions and actions

## 4 Allowance

- All 20 Fire Authority Members receive a Basic Allowance in line with Member Scheme of Allowance.

## **FIRE AUTHORITY CHAIRMAN (AND VICE-CHAIRMAN)**

### **ROLE DESCRIPTION**

#### 5 Chairman - Role and Purpose of Activity

5.1 The Fire Authority Chairman as the elected leader and as a symbol of the Authority's democratic powers are required to:

- To uphold the democratic values of the Authority
- To be the elected representative' figurehead for the Authority and be the principal political spokesperson for the Authority
- To be recognised as a media contact in liaison with Royal Berkshire Fire and Rescue Service Communications and Engagement Team
- To provide leadership in building a political consensus around the Authority's policies
- To provide strong, clear leadership in the coordination of policies, strategies and service delivery
- To represent the Authority at civic and ceremonial functions
- To chair meetings of the Authority in line with its Standing Orders
- To preside over meetings of the Authority, so that its business can be carried out effectively and efficiently
- To ensure that the Authority conducts its meetings in line with the Authority's Standing Orders

#### 5.2 Managing and leading the work of the Authority

- To ensure the effective running of the Authority by managing the forward work programme and ensuring its continuing development
- To ensure the work of the Authority meets national policy objectives
- To advise and mentor other Authority members in their work; to prepare and manage an annual work programme for the Authority to meet its legal and statutory obligations (e.g. budget setting, Risk Reduction Planning etc.)

### 5.3 Participating in the collective decision making of the Authority

- To work closely with other Authority members to ensure the development of effective Authority policies and the budgetary framework for the Authority, and the delivery of high quality services to the local community
- To accept collective responsibility and support decisions made by the Authority once they have been made

### 5.4 Working with officers to lead the organisation

- To liaise with the Chief Fire Officer or Chief Executive, and other appropriate officers, on a regular basis
- To work with employees of the Authority in relation to the strategic commitments and direction of the Authority

### Vice-Chairman

#### 5.5 To fulfil the duties of the Chairman in his/her absence

- To assist the Chairman in specific duties as and when required
- Therefore, to understand and carry out the Chair's job purpose as set out above.

### 5.6 Allowance

- 7.1 The Chairman and Vice-Chairman of Royal Berkshire Fire Authority are entitled to receive a Special Responsibility Allowance in line with Member Scheme of Allowance.

## **CHAIRMAN AND VICE CHAIRMAN OF A COMMITTEE**

### 6. Committee Chairman

#### 6.1 Provide leadership and direction

##### 6.1.2 The Committee Chairmen are required to:

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To demonstrate integrity and impartiality in decision making in accordance with legal, constitutional and policy requirements
- To delegate actions to sub committees and Working Parties as appropriate

#### 6.2 Promoting the role of the Committee

- To act as an ambassador for the Committee, facilitating understanding of the role
- To act within the constitutional requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice in the conduct of meetings
- To promote and support good governance by the Authority

#### 6.3 Effective meeting management

- To set agendas containing clear objectives and outcomes for the meeting
- To ensure that the necessary preparation is done beforehand
- To ensure that all participants have an opportunity to make an appropriate contribution
- To report on progress against the work programme to the Authority.

## 6.4 Committee Vice-Chairman

- To fulfil the duties of the Chairman in his or her absence
- To assist the Chairman in specific duties as required.

## 6.5 Allowance

- 6.5.1 The Chairman of Committees are entitled to receive a Special Responsibility Allowance in line with Member Scheme of Allowance.

## LEAD MEMBER ROLE DESCRIPTION

### 7 Lead Member Appointments

7.1 The structure of the Fire Authority allocates the following Lead Member roles:

- Budget and Income Generation
- Community Risk Management Plan
- Strategic Assets and Sustainability; and
- Collaboration

### 7.2 Role and Responsibilities

7.2.1 Budget and Income Generation Lead - attend briefings with the Head of Finance and Procurement.

7.2.2 Community Risk Management Plan Lead - attend briefings with Head of Corporate Services.

7.2.3 Strategic Assets and Sustainability Lead - attend briefings with Head of Finance and Procurement, Head of Business and Information Systems, Head of Facilities and Estates, and Head of Capital Projects and Property. To chair Property Development Working Group (PDWG) meetings and to regularly review the Terms of Reference of PDWG.

7.2.4 Collaboration Lead – is one of two appointed representatives onto Thames Valley Fire Control Joint Committee meetings and is the sole Member attendee from RBFA that attend Thames Valley Collaboration Steering Group meetings. The Collaboration Lead is required to attend briefings with Deputy Chief Fire Officer and Area Manager Collaboration and Policy. See Paragraph 11 and 12 for a detailed role description of Thames Valley Fire Control Joint Committee representatives, and function of Thames Valley Collaboration Steering Group.

7.2.5 Lead Members are required to:

- To represent area of business to Members on the Management Committee and / or Fire Authority.
- To understand appointed area of business within the Fire Authority.
- To lead and support local initiatives related to the interest.
- To represent the position of the Fire Authority to the community in relation to the interest.
- To understand the Fire Authority's Strategic Commitments and policy direction.
- To engage with a range of members and officers around the area of business in and out of Committee meetings.
- To be the first point of contact for Directors / Head of Service in briefing / liaising and updating areas of business.
- To receive regular updates on the progress of their area of business.
- To be involved in the content of the annual report to be presented to Management Committee and / or the last Fire Authority meeting of the Municipal Year.
- To provide assurance to the Management Committee and / or Fire Authority that recommendations and decisions arising from the business area are sound and evidence based, have followed appropriate processes, and are aligned to strategic commitments / policy direction.
- To introduce reports on their area of business to Management Committee and / or Fire Authority, and if necessary establish Task and Finish Groups or Working Parties to provide additional Member involvement in specific areas of business.
- To attend conferences/seminars relevant to area of business.
- ~~To be a recognised media contact.~~
- ~~To publish an annual report on work undertaken for consideration by the Fire Authority.~~

7.3 Allowance

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To be approved by the Fire Authority on 4 October 2022

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- 7.3.1 Lead Member appointments are entitled to receive a Special Responsibility Allowance in line with Member Scheme of Allowance.

## ROLE OF MEMBER CHAMPION

### 8 Member Champion

8.1 The structure of the Fire Authority allocates the following Member Champion roles:

- Community Safety Champion
- Safety, Health, Fitness, Wellbeing and Member Development Champion
- Equality, Diversity and Inclusion Champion
- ~~Organisational Development Champion~~

### 8.2 Roles and Responsibilities

8.2.1 The roles and responsibilities outlined below have been created to align to Royal Berkshire Fire Authority's Strategic Commitments and to make the best use of a Member's experience and interest, whether gained in their constituent authority, working life or through a personal hobby.

The Member Champion role is to attend briefings, meetings and act as a conduit between Fire Authority and the Service, where relevant. Member Champions in liaison with their designated member of Strategic Leadership Team (SLT) present annual reports to the Fire Authority on work and initiatives held during the year.

8.2.2 Community Safety Champion – attend briefings and be the first point of contact to Area Manager, Prevention and Protection.

- To act as an advocate for community safety within and outside the Fire Authority promoting fire, road and water safety.
- To promote fire safety in the built environment by design by advocating safe building design and the inclusion of passive and active fire safety measures such as sprinkler systems at the planning stage.

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8.2.3 Safety, Health, Fitness, Wellbeing and Member Development Champion to attend briefings with Head of Human Resources and Learning and Development, and Head of Corporate Services, separately.

The role involves acting as Chair of Member Development Working Group meetings. These meetings are held with Members of Fire Authority appointed onto the Member Development Working Group. Meetings are usually held twice a year, or as and when required, due to business need. The Working Group review the Member Development Strategy and Action Plan and examine Member Development survey.

8.2.4 Equality, Diversity and Inclusion (EDI) Champion – attend quarterly EDI Forum meetings. EDI Forum meetings are internal meetings held with staff from across the Service to support and foster good relations, share learning at all levels within the Service and to champion EDI objectives.

- To attend ~~meetings /~~ conferences related to their area of business on behalf of the Fire Authority
- ~~To publish six month and annual reports on work undertaken for consideration by the Fire Authority.~~
- ~~To promote their area of interest both within and outside the Fire Authority~~
- To act as an advocate on their area of business within and outside the Fire Authority
- To work alongside officers in making contact with local organisations and the community to establish effective and regular consultation arrangements with those organisations
- To represent the views of such organisations to the Fire Authority
- ~~To become familiar with the needs and priorities of the relevant section of the community, or range of activities concerned, and to weigh up interests expressed in order to provide sound advice on the implications of alternative courses of action.~~
- To feedback decisions of the Fire Authority and to explain the Fire Authority's position on specific issues of concern to relevant organisations and to individuals involved.

### 8.3 Allowance

- 8.3.1 Member Champions are entitled to receive a Special Responsibility Allowance in line with Member Scheme of Allowance.

## ROLE OF HONORARY MEMBER CHAMPION

### 9 Armed Forces Honorary Member Champion

9.1 The structure of the Fire Authority allocates the following Honorary Member Champion role:

- Armed Forces Honorary Champion

#### 9.1 Roles and Responsibilities

- To act as an advocate for Armed Forces.
- To attend Armed Forces Board, Veterans Hub meetings and events.
- To represent the Fire Authority at such meetings.

#### 9.3 Allowance

9.3.1 Honorary Member Champions do not attract a Special Responsibility Allowance (SRA).

## **ROLE OF LOCAL GOVERNMENT ASSOCIATION (LGA) FIRE COMMISSION REPRESENTATIVE**

### 10 Local Government Association (LGA) Fire Commission Representative

#### 10.1 Roles and Responsibilities

- To attend and actively engage and participate at LGA Fire Commission meetings, representing and advocating for the Fire Authority.
- To report the LGA's priorities and policy lines in relation to fire to the Fire Authority.
- To attend conferences and other events initiated by the LGA in relation to fire.
- To read and understand all LGA Committee papers in advance of any meetings, and to keep abreast of all developments locally and nationally in relation to the policy areas covered by the LGA.

#### 10.2 Allowance

- 10.2.1 The Local Government Association Fire Commission representatives do not attract a Special Responsibility Allowance.

## THAMES VALLEY FIRE CONTROL SERVICE (TVFCS) JOINT COMMITTEE REPRESENTATIVE(S)

### 11 Thames Valley Fire Control Service (TVFCS) Joint Committee Representatives

#### 11.1 Roles and Responsibilities

- Two seats / representation are required on Thames Valley Fire Control Service (TVFCS) Joint Committee.
- Two TVFCS Joint Committee meetings are held within the Municipal Year and an annual Member and Officers Workshop.
- Two substitute members are appointed on an annual basis and are required to attend meetings in the absence of primary Member (as and when required).
- On a rotational annual basis between Royal Berkshire Fire Authority (RBFA), Buckinghamshire and Milton Keynes Fire Authority (BMKFA) and Oxfordshire County Council (OCC), Chair TVFCS Joint Committee meetings (please refer for item 6, Committee Chairman roles and responsibilities and Joint Committee terms of Reference)
- To uphold and adhere to the principles set out in the TVFCS Inter-Authority Agreement
- To attend and actively engage at TVFCS Joint Committee meetings providing strategic direction for TVFCS
- To attend conferences and workshops organised by TVFCS and Thames Valley Fire and Rescue Authorities (RBFA, BMKFA and OCC)).
- To monitor the performance of TVFCS
- To publish annual reports on work undertaken and progress of TVFCS for consideration by the Fire Authority.
- To recommend the annual Budget and any other relevant report to the Fire Authority for approval.

#### 11.2 Allowance

- 11.2.1 Thames Valley Fire Control Service appointments do not attract a Special Responsibility Allowances except for when Royal Berkshire Fire Authority chairs the Joint Committee, which is reflected in the Scheme of Allowances.

## THAMES VALLEY COLLABORATION STEERING GROUP

### 12 Thames Valley Steering Group Representative

#### 12.1 Roles and Responsibilities

- The Collaboration Lead Member (See Item 7.2.4) sits on Thames Valley Collaboration Steering Group. One seat / representation from Royal Berkshire Fire Authority (RBFA) is required on Thames Valley Collaboration Steering Group.
- On a rotational annual basis between five Blue light partners, (Royal Berkshire Fire Authority, Buckinghamshire and Milton Keynes Fire Authority, Oxfordshire County Council/Fire and Rescue Service, Police and Crime Commissioner and South Central Ambulance Service NHS Foundation Trust) Chair Steering Group meetings.
- To uphold and adhere to the principles set out in the Thames Valley Collaboration Steering Group Terms of Reference.
- To attend and actively engage at meetings providing strategic overview of project status and future plans.
- To provide overall guidance, challenge and direction on the successful implementation of projects.
- To attend conferences and workshops organised by Thames Valley Blue Light partners.
- To publish six month and annual reports on work undertaken of the progress of Thames Valley Collaboration.

#### 12.2 Allowance

- 12.2.1 Thames Valley Steering Group representation do not attract a Special Responsibility Allowance.



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**ROYAL BERKSHIRE FIRE AUTHORITY REPORT**

<b>COMMITTEE</b>	<b>EXTRAORDINARY FIRE AUTHORITY</b>
<b>DATE OF MEETING</b>	<b>TUESDAY 4 OCTOBER 2022</b>
<b>SUBJECT</b>	<b>SUMMER HEATWAVE REPORT AND PRESENTATION</b>
<b>LEAD OFFICER</b>	<b>KATIE MILLS, ASSISTANT CHIEF FIRE OFFICER</b>
<b>LEAD MEMBER</b>	<b>N/A</b>
<b>EXEMPT INFORMATION</b>	<b>NONE</b>
<b>ACTION</b>	<b>TO NOTE</b>

**1. EXECUTIVE SUMMARY**

1.1 Over recent months and in particular July and August, the UK has faced unusual, if not unprecedented climate conditions in relation to low rainfall and sustained high temperatures. This paper and associated presentation is intended to provide information to Authority members on the impacts felt by the Service and the wider community, but also designed to provide assurance in relation to our planning, preparedness and business continuity arrangements.

**2. RECOMMENDATION**

2.1 **NOTE** the content of the report and associated presentation.

**3. REPORT**

3.1 As detailed in the executive summary, this summer brought a sustained period of hot, dry weather. The Met Office issued a first ever extreme heat warning for the 18<sup>th</sup> and 19<sup>th</sup> July, which meant there was a risk to life.

3.2 **Organisational impact and operational demand:** As anticipated, the high temperatures experienced in July and August (on top of previous months of low rainfall) created an increased operational demand to the Service. The number of fire in the open incidents was double that of an average year and approximately five times the volume experienced across the same period last year. In addition to increased attendances, many of these individual incidents required a high level of resourcing in terms of numbers of fire appliances,

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specialist appliances and officers. During the period the Service also experienced an increase in demand across borders into neighbouring Services. Whilst the period did not result in a significant rise in water related incident attendances, tragically across the county there were three water related fatalities, all of which our crews did attend. During the periods where the Service were in “condition red”, we worked with Berkshire Lowland Search and Rescue to enhance water rescue capability by providing them base locations to be closer to risk areas. Based on this increase in demand, it is not surprising that we have seen a drop in the response standard which for the period analysed (01 July to 23 August) averaged 66.5%.

- 3.3 **Planning and preparedness:** Our Community Risk Management Planning (CRMP) planning assumptions are based on our ability to resource incidents which are deemed to be normal and foreseeable. Whilst this period did at times stretch our resourcing in terms of speed and weight of attack, it is reassuring that with the exception of limited periods where we call challenged low risk incidents such as commercial premise AFA's, we were able to successfully resource a higher number of incidents and resolve them in an effective manner, minimising risk to the community and our staff.
- 3.4 **Business continuity arrangements and organisational resilience:** Whilst the events of July and August were foreseeable, they were arguably beyond normal at times, as the period was the first occasion where the Met Office instigated the extreme heat warning and July 18 recorded the hottest temperature on record. In order to support our business as usual operational delivery, it was recognised by the Service that it would be appropriate and proportionate to review our business continuity arrangements and operational resilience. Critical event management team (CEMT) meetings were established from early July and continued right through to the end of August. This forum monitored the national and local picture and directed activity and interventions in line with our adverse weather planning. At a local level, our operational support room was stood up on several occasions, which helped co-ordinate our resource disposition and stood up additional resources where deemed appropriate to manage risk and demand. Alongside our internal planning and responding, the Service worked closely with partners in the Local Resilience Forum through partnership meetings to ensure a common operating picture and exploit any mutual aid opportunities.
- 3.5 **Prevention activity:** Whilst there was a sharp focus on response resourcing and capability, officers were also cognisant to manage risk through our prevention activity. Our local safety plans are the vehicle by which our staff will plan and deliver this and during the summer months water safety and wildfire are key features. Given the heightened risk this period, operational crews, prevention staff, the communications and engagement team put a concerted emphasis on these areas.
- 3.6 **Communication, engagement and the media:** There was a significant rise in demand during the period for information from local media. There were many requests for press statements and interviews both in relation to incident response and prevention messaging. The prevention teams and communications and engagement teams took opportunities to support

prevention activity through the RBFRS website, social media platforms and providing interviews.

- 3.7 **Organisational learning:** One of the final actions of the CEMT was to commission a debrief of the summer heatwave. There will be a number of areas in scope, which will look in more detail at our operational planning and preparedness to deal with high demand over a sustained period. It is likely that some of this learning will provide information to support future CRMP planning.

#### **4. CONTRIBUTION TO STRATEGIC COMMITMENTS**

- 4.1 Commitment 1 – We will provide advice on how to prevent fires and other emergencies.
- 4.2 Commitment 2 – We will ensure a swift and appropriate response when called to emergencies.
- 4.3 Commitment 4 – We will seek opportunities to contribute to a broader safety, health and wellbeing agenda, whilst delivering our core functions.
- 4.4 Commitment 5 – We will ensure that Royal Berkshire Fire and Rescue Service provides good value for money.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 It is difficult to put an accurate figure on what the cost of this summer heatwave period has been. Officers rightly took decisions to support our adverse weather position at times which enhanced our business as usual capability. Examples of this being an additional flexi-duty officer on call over weekends, making off road vehicles immediately available at on-call stations and crewing of the operational support room. On top of this, we were committed to ensuring crewing and appliance availability was optimal, which mid-summer will have had some impact in terms of overtime usage. As a specific metric, overtime usage cost the Service £267,409 this July and August. This is not actually a dissimilar figure to last summer period, which again had a high reliance on overtime usage due to covid related sickness levels. Increased appliance movements and pumping hours will have also added additional cost in terms of revenue spend. Finally, whilst hard to quantify, the co-ordination and support of our planning and resilience resourcing has impacted a number of teams in relation to time that would otherwise have been spent on other work activity.

#### **6. LEGAL IMPLICATIONS**

- 6.1 N/A.

#### **7. EQUALITY DIVERSITY AND INCLUSION IMPLICATIONS**

- 7.1 N/A.

**8. RISK IMPLICATIONS**

- 8.1 Currently there is no significant intelligence that suggests the events outlined in this paper have risk implications. However, it is likely that the debrief will provide useful data and information to support the CRMP refresh and approach to some elements of operational capability.

**9. CONSISTENCY WITH DUTY TO COLLABORATE**

- 9.1 Fire and Rescue mutual aid arrangements utilised through the period  
9.2 Partnership planning and delivery co-ordinated through the local resilience forum.

**10. PRINCIPAL CONSULTATION**

- 10.1 The Chief Fire Officer was consulted during the preparation of this report.  
10.2 The Deputy Chief Executive was consulted during the preparation of this report.  
10.3 The Deputy Chief Fire Officer was consulted during the preparation of this report.

**11. BACKGROUND PAPERS**

- 11.1 N/A.

**12. APPENDICES**

- 12.1 N/A.

**13. CONTACT DETAILS**

- 13.1 Doug Buchanan – Area Manager Response & Resilience  
07887830207

**ROYAL BERKSHIRE FIRE AUTHORITY REPORT**



<b>COMMITTEE</b>	<b>EXTRAORDINARY FIRE AUTHORITY</b>
<b>DATE OF MEETING</b>	<b>TUESDAY 4 OCTOBER 2022</b>
<b>SUBJECT</b>	<b>RBFA RESPONSE TO WHITE PAPER FIRE REFORM CONSULTATION</b>
<b>LEAD OFFICER</b>	<b>NIKKI RICHARDS, DEPUTY CHIEF EXECUTIVE</b>
<b>LEAD MEMBER</b>	<b>COUNCILLOR PAUL GITTINGS, CHAIR</b>
<b>EXEMPT INFORMATION</b>	<b>NONE</b>
<b>ACTION</b>	<b>FOR NOTE</b>

**1. EXECUTIVE SUMMARY**

- 1.1 In May the Home Office launched a consultation on Fire Reform, focussing on the three areas of People, Professionalism and Governance.
- 1.2 The CFO and Chairman delivered an online workshop on 12 July to provide all members of the Authority with the opportunity to comments on the proposals.
- 1.3 The final response was agreed by the Chairman of the Authority, Cllr Paul Gittings, and submitted ahead of the deadline on the 26 July.
- 1.4 A copy of the final response is attached in Appendix A.
- 1.5 At this time we do not have an indication of when we will receive the Home Office's response to the consultation feedback.

**2. RECOMMENDATION**

- 2.1 **NOTE** the response submitted by the Authority to the Home Office Fire Reform Consultation as shown in Appendix A;

**3. REPORT**

- 3.1 Comprehensive plans for fire reform were set out in the Government's Fire Reform White Paper which was published on 18 May. The Government were

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seeking views on the proposals and the wider package of reform presented in an open consultation, which closed on 26 July 2022.

3.2 This white paper and consultation covers a package of proposals for the reform of fire and rescue services in England. The proposals cover three principal areas of the reform vision: **People, Professionalism and Governance**. Below is a brief overview of some of the proposals links to the full document have been shared previously with members but can be found by following this [link](#) (Details of this link is listed in paragraph 11.1).

3.3 Example proposals from the **People** section of the reform consultation are:

- The Consultation seeks views on modern working practices, supporting the wider health and public safety agenda, and business continuity. Fire and rescue services are 'Category 1 responders' under the Civil Contingencies Act 2004. The Civil Contingencies Act 2004 is also under review, alongside the wider National Resilience Strategy and includes the duties on fire and rescue services in relation to civil emergencies and in collaboration with key local partners.
- It is proposed that fire professionals should be supported by a professional pay and role negotiation process.
- The consultation seeks views on whether we should explore clearer, consistent entry requirements for fire service roles, so that a consistent approach, such as standardised national progression routes or consistent levels of education or experience required for entry into roles, is applied across the country.

3.4 Example proposals from the **Professionalism** section of the reform consultation are:

- A series of options are being considered which aim to ensure that the Government continues to support fire and rescue professionals to help them better protect their communities.
- The proposed reform plans look at five key areas as priorities for professionalising fire and rescue services:
  - Leadership
  - Data
  - Research
  - Ethics
  - Clear Expectations
- The proposed establishment of an independent College of Fire to be the independent body to support fire and rescue professionals.

- It is proposed that development opportunities for staff should include support for progression to leadership roles and development schemes to identify and nurture talent.
- The White Paper consultation considers the opportunity to support consistently positive culture within services through the creation of a Statutory Code of Ethics and a Fire & Rescue Service Oath.

3.5 Example proposals from the **Governance** section of the reform consultation are:

- The White Paper will seek to establish a criteria for good governance and consult on options to transfer functions to an executive leader, including whether to expand the role of police and crime commissioners (PCCs) to take on fire and rescue.
- The Government has also committed to legislate to implement the HMICFRS' recommendation to give operational independence to Chief Fire Officers (CFOs). This will enable the Chief Fire Officer to have direction and control over their resources to meet the executive leader's priorities.
- It is proposed – whether in primary legislation or statutory guidance – to clearly define the role and responsibilities of both the executive leader and Chief Fire Officer with clear demarcation between the two. Effective governance will ensure a publicly accountable figure can set clear priorities and hold the chief fire officer firmly to account for their performance in order to best deliver for the public. This could be alongside making chief fire officers corporations sole, thereby making them the employers of fire professionals

3.6 The CFO and Chairman delivered an online workshop on 12 July to provide all members of the Authority with the opportunity to comments on the proposals.

3.7 The final response was agreed by the Chairman, of the Authority, Cllr Paul Gittings, and submitted ahead of the deadline on the 26 July.

3.8 A copy of the final response is attached in appendix A. At this time we do not have an indication of when we will receive the Home Office's response to the consultation feedback.

#### **4. CONTRIBUTION TO STRATEGIC COMMITMENTS**

4.1 Commitment 6 – We will work with Central Government and key stakeholders in the interests of the people of Royal Berkshire.

**5. FINANCIAL IMPLICATIONS**

- 5.1 Responding to the consultation has no significant financial implications. The proposals within the consultation could have significant financial implications but these have not been quantified at this point.

**6. LEGAL IMPLICATIONS**

- 6.1 Responding to the consultation has no significant legal implications, however the proposals within the consultation could have significant legal implication but these have not been quantified at this point.

**7. EQUALITY AND DIVERSITY IMPLICATIONS**

- 7.1 Responding to the consultation has no significant equality and implications. Information was shared electronically and alternative formats were available if required. A meeting was held via Teams to allow an opportunity for discussion to be had. The consultation document provided a detailed equality impact assessment which can be found at this [link](#). (Details of this link is listed in paragraph 11.1).

**8. RISK IMPLICATIONS**

- 8.1 Responding to the consultation has no significant risk implications, however the proposals within the consultation could have significant risk implication but these have not been quantified at this point.

**9. CONSISTENCY WITH DUTY TO COLLABORATE**

- 9.1 Not applicable.

**10. PRINCIPAL CONSULTATION**

- 10.1 The Chief Fire Officer was consulted in preparation of this report.

**11. BACKGROUND PAPERS**

- 11.1 Reforming our fire and rescue service [Reforming our fire and rescue service - GOV.UK \(www.gov.uk\)](#)

**12. APPENDICES**

- 12.1 RBFA Response to White paper reform consultation – Appendix A

**13. CONTACT DETAILS**

- 13.1 Nikki Richards – Deputy Chief Exec [richardsn@rbfrs.co.uk](mailto:richardsn@rbfrs.co.uk)

## Response on behalf of **Royal Berkshire Fire Authority**

### People

#### Modern Working Practices

**Q1: To what extent do you agree/disagree that fire and rescue services should have the flexibility to deploy resources to help address current and future threats faced by the public beyond core fire and rescue duties?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
	x			

#### Public Safety

**Q2: To what extent do you agree/disagree that fire and rescue services should play an active role in supporting the wider health and public safety agenda?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
x				

#### Business Continuity

**Q3: To what extent do you agree/disagree that the business continuity requirements set out in the Civil Contingencies Act 2004 provide sufficient oversight to keep the public safe in the event of strike action?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
			x	

#### Pay Negotiation

**Q4: To what extent do you agree/disagree that the current pay negotiation arrangements are appropriate?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
			x	

**Q5: Please provide the reasons for your response.**

The pay negotiations are ineffective, they are based on affordability and not the value of the role as they should be. There are several years of supporting evidence. But this is a consequence of the fundamental problem which is inadequate funding for the fire sector due to an outdated formula and lack of central government ambition to support the development of the role of the fire service and specifically its staff.

## Agenda Item 13

### Appendix A

Reforming Our Fire and Rescue Service - White paper consultation response July 2022

#### Nurturing New and Existing Talent

**Q6: To what extent do you agree/disagree that consistent entry requirements should be explored for fire and rescue service roles?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
	x			

**Q7: Please provide the reasons for your response.**

There are a variety of roles within the fire and rescue service, beyond operational. Professional services are key to supporting FRS's to meet the Fire Standards. Staff in these roles should be appropriately qualified and/or developed through defined schemes, such as accredited apprenticeships, but importantly should demonstrate the right values and ethos to work in a critical public service. In operational roles, the occupational standards are currently being updated, which is overdue, and this needs to include indicative entry requirements in order to meet the occupational standard however, recruitment for values and then training for skills should be the first principle.

**Q8: To what extent do you agree/disagree that other roles, in addition to station and area managers, would benefit from a direct entry and talent management scheme?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
x				

## Professionalism

#### A 21st Century Leadership Offer

**Q9: To what extent do you agree/disagree with the proposed introduction of a 21st century leadership programme?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
		x		

**Q10: Please provide reasons for your response**

The Executive Leadership Programme already exists, alongside supervisory leadership and the soon to be developed middle manager leadership programmes. These products should be under frequent review to remain current and relevant to meet the needs of the sector. Therefore the question is slightly confusing. It appears that the NFCC has been coordinating leadership development on behalf of the sector for some time. Government's role in this is appropriate funding and scrutiny of application through HMICFRS.

**Reforming Our Fire and Rescue Service - White paper consultation response July 2022**

**Q11: To what extent do you agree/disagree that completion of the proposed 21st century leadership programme should be mandatory before becoming an assistant chief fire officer or above?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
				x

**Smarter Use of Data**

**Q12: To what extent do you agree/disagree that each of the activities outlined above are high priorities for helping improve the use and quality of fire and rescue service data?**

- A national data analytics capability.
- Data-focused training.
- Consistent approaches to structuring data
- Clear expectations for data governance
- Securing data-sharing agreements.

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
	x			

**Q13: What other activities, beyond those listed above, would help improve the use and quality of fire and rescue service data? Please give the reasons for your response**

Clarity of expectations about centrally required data supported with effective systems within which to collect / report. Streamlining of key performance indicators to minimise duplication (e.g. HMICFRS data submissions) using the methodology of collect once, use numerous times. Regular review systems and data sets to avoid the situation we are currently in with IRS for example. Effective benchmarking use of data.

**Research**

**Q14: To what extent do you agree/disagree that each of the activities outlined above are high priorities for improving the use and quality of fire evidence and research?**

- Collaborating
- Commissioning
- Conducting
- Collating

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
	x			

## Agenda Item 13

### Appendix A

**Reforming Our Fire and Rescue Service - White paper consultation response July 2022**

**Q15: What other activities, beyond those listed above, would help improve the use and quality of evidence and research on fire and other hazards? Please provide the reasons for your responses.**

Academic partnering and research which is being developed by NFCC and which should receive appropriate funding from Central Government. International research and benchmarking to both take UK expertise overseas in support of UK Government development and investment approaches and to ensure UK Firefighting remains at the forefront of innovation, technology and reputation. This would support UK Government missions and potentially income generation and commercialisation for the UK Fire sector.

### **Ethics and Culture**

**Q16: To what extent do you agree/disagree with the creation of a statutory code of ethics for services in England?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
	x			

**Q17: To what extent do you agree/disagree that placing a code of ethics on a statutory basis would better embed ethical principles in services than the present core code of ethics?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
			x	

**Q18: To what extent do you agree/disagree that the duty to ensure services act in accordance with the proposed statutory code should be placed on operationally independent chief fire officers?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
	x			

**Q19: To what extent do you agree/disagree with making enforcement of the proposed statutory code an employment matter for chief fire officers to determine within their services?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
		x		

**Q20: To what extent do you agree/disagree with the creation of a fire and rescue service oath for services in England?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
				x

**Reforming Our Fire and Rescue Service - White paper consultation response July 2022**

**Q21: Please give the reasons for your response**

The focus should be on the behaviours within organisations not a statutory oath at the point of employment. An oath feels old fashioned and irrelevant in modern 21<sup>st</sup> century society where the accent should be on increasing diversity within organisations.

**Q22: To what extent do you agree/disagree that an Oath would embed the principles of the Code of Ethics amongst fire and rescue authority employees?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
				x

**Q23: To what extent do you agree/disagree with an Oath being mandatory for all employees?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
				x

**Q24: To what extent do you agree/disagree that breach of the fire and rescue service oath should be dealt with as an employment matter?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
				x

**Professionalism Summary**

**Q25: To what extent do you agree/disagree that the five areas listed above are priorities for professionalising fire and rescue services?**

- Leadership
- Data
- Research
- Ethics
- Clear Expectations

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
	x			

**Q26: What other activities, beyond the five listed above, could help to professionalise fire and rescue services?**

Funding settlements from central government that match the requirements of 21<sup>st</sup> century Fire and Rescue Services. A 21<sup>st</sup> Century pay mechanism across multiple years, linked to similar roles to minimise the effect of market forces. Appropriate and sustainable funding into the NFCC to ensure the continued development of professional standards, doctrine, practice, and products for the benefit of the sector.

## Agenda Item 13

### Appendix A

#### **Reforming Our Fire and Rescue Service - White paper consultation response July 2022** **Independent Strategic Oversight**

**Q27: To what extent do you agree/disagree with the creation of an independent College of Fire and Rescue to lead the professionalisation of fire and rescue services?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
	x			

**Q28: Please provide your reasons for your response**

Investment into the fire sector is welcome. This professionalisation can be achieved either through the strategies and investment in the NFCC or the establishment of a College of Fire.

## Governance

### Governance Structures

**Q29: To what extent do you agree/disagree that Government should transfer responsibility for fire and rescue services in England to a single elected individual?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
				x

**Q30: What factors should be considered when transferring fire governance to a directly elected individual?**

**Please provide the reasons for your response.**

Fire authorities reach decision by discussion, debate and democratic process by councillors who represent and are best able to understand the specific needs of their area and their local constituents. Single, directly elected individuals cannot provide the same local connection due to the larger number of people they would be representing.

The amalgamation of powers to give PCCs democratic responsibility for Fire and Rescue Services also fails to recognise the fundamental operational and cultural differences between the two services and further weakens democratic accountability.

### The Mayoral Model

**Q31: Where Mayoral Combined Authorities already exist, to what extent do you agree/disagree that fire and rescue functions should be transferred directly to these MCAs for exercise by the Mayor?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
		x		

**Reforming Our Fire and Rescue Service - White paper consultation response July 2022  
Police and Crime Commissioners**

**Q32: To what extent do you agree/disagree that Government should transfer responsibility for fire and rescue services in England to police and crime commissioners?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
				x

**Other Options, such as an executive councillor**

**Q33: Apart from combined authority mayors and police and crime commissioners, is there anyone else who we could transfer fire governance that aligns with the principles set out above?**

Yes	No
	x

**Q34: If yes, please explain other options and your reasons for proposing them.**

**Q35: To what extent do you agree or disagree that the legal basis for fire and rescue authorities could be strengthened and clarified?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
		x		

**Q36: Please provide the reasons for your response.**

The Fire and Rescue Services Act should be maintained up to date and relevant. For too long fire and rescue authorities have used the CRMP process to identify local risk and provide a response to those risks which is not adequately covered within legislation. This compounds the inadequate funding from central government, for example water rescue, flooding response, medical emergency etc.

## Agenda Item 13

### Appendix A

#### **Reforming Our Fire and Rescue Service - White paper consultation response July 2022** **Boundaries**

**Q37: To what extent do you agree/disagree that boundary changes should be made so that fire and rescue service areas and police force/combined authorities (where present) areas are coterminous?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
				x

#### **Fire Funding**

**Q38: To what extent do you agree/disagree with ring-fencing the operational fire budget within fire and rescue services run by county councils and unitary authorities?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
x				

**Q39: Please provide the reasons for your response**

The county council governance model places fire and rescue services with the remit of emergency planning, social care and regulatory services which supports effective operational service delivery and prevention and protection work. Unfortunately, two things prevent this being a successful model, these are: the Chief Fire Officer is not a county council statutory role and often not an executive of the council. Secondly, the funding is not ringfenced or clearly identifiable within county council budgets and the fire and rescue service is not a precepting authority (which is simply achieved as per adult social care).

#### **A Balanced Leadership Model**

**Q40. To what extent do you agree with this proposed approach (as outlined in the table above)?**

Strongly agree	Agree		Neither agree nor disagree	Disagree	Strongly disagree
			x		

**Q41. Do you have any other comments to further support your answer?**

The list in the table is not incorrect but the mechanism through which to achieve this balance is effective corporate and legal governance such as an organisation's constitution, standing orders and schemes of delegation. Where these are effective, good governance exists. A standard should be developed on which effective governance is based to achieve consistency across FRA's.

**Reforming Our Fire and Rescue Service - White paper consultation response July 2022**

**Q42. Are there any factors we should consider when implementing these proposals?**

See above, good governance should be the focus of government as assured through the inspection process. Good governance should maintain the interest of good delivery of services to the public, transparency and good value for money. Changing the governance model does not guarantee these principles.

**Q43: What factors should we consider when giving chief fire officers operational independence?**

**Please provide the reasons for your opinions.**

See above, the operational independence of Chief Fire Officers can be achieved through effective schemes of delegation.

**Legal Entity of Chief Fire Officers**

**Q44: What factors should we consider should we make chief fire officers corporations sole?**

This will not result in consistency across the sector as highlighted in your own consultation document as specific arrangements would still be required in county councils.

Chief Fire Officers being corporation sole does not address fundamental issues in reform for the fire sector, it merely rearranges governance. Without adequate funding, the same issues affect the good management of staff and resources. Please see answers relating to schemes of delegation.

**Clear Distinction Between Strategic and Operational Planning**

**Q45: To what extent do you agree or disagree that the responsibility for strategic and operational planning should be better distinguished?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
			x	

**Q46: To what extent do you agree or disagree that the strategic plan should be the responsibility of the fire and rescue authority?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
		x		

**Q47: To what extent do you agree or disagree that the operational plan should be the responsibility of the chief fire officer?**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
	x			

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### Appendix A

#### **Reforming Our Fire and Rescue Service - White paper consultation response July 2022** **Q48: Please provide the reasons for your response.**

The new fire standards, CRMP process and good internal governance provides the vehicle for a strategic plan, owned and signed off by the Fire Authority the delivery of which is delegated to the Chief Fire officer. The CFO may develop accompanying strategies or plans with greater detail about how the strategy will be achieved.

Reforming Our Fire and Rescue Service - White paper consultation response July 2022

## About you

Please use this section to tell us about yourself

<b>Full name</b>	Councillor Paul Gittings
<b>Job title</b> or capacity in which you are responding to this consultation exercise (for example, member of the public)	Chairman of Royal Berkshire Fire Authority
<b>Date</b>	25 July 2022
<b>Company name/organisation</b> (if applicable)	Royal Berkshire Fire Authority
<b>Address</b>	Newsham Court, Pincents Kiln, Reading
<b>Postcode</b>	RG31 7SD
If you would like us to acknowledge receipt of your response, please tick this box	<input checked="" type="checkbox"/>
Address to which the acknowledgement should be sent, if different from above	<a href="mailto:wattsh@rbfrs.co.uk">wattsh@rbfrs.co.uk</a>

**If you are a representative of a group**, please tell us the name of the group and give a summary of the people or organisations that you represent.

Royal Berkshire Fire Authority (RBFA) is a Combined Fire Authority made up of 20 elected councillors from the six Unitary Authorities in Berkshire. RBFA has a legal duty to ensure that an effective fire and rescue service is provided across Berkshire.

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ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
TVFCS Mobilising System Contract Extension	Management Committee	11.10.22	Ad-hoc	Agree	AM C&P	Collaboration Lead	Part I
Budget Monitoring Q1	Management Committee	11.10.22	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Appliance Availability Q1	Management Committee	11.10.22	quarterly	Note	AM (R&R)	N/A	Part I
External Audit report	A&GC	17.10.22	Quarterly	Note	HF&P	N/A	Part I
Internal Audit report	A&GC	17.10.22	Quarterly	Note	HF&P	N/A	Part I
Statement of Accounts 20/21	A&GC	17.10.22	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Annual Governance Statement 20/21	A&GC	17.10.22	Annual	Agree	Programme Office and Inspection Manager	N/A	Part I
Q1 Performance Report	A&GC	17.10.22	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Pensions Update	A&GC	17.10.22	Bi-annual	Note	HHR&L&D	N/A	Part I
Planning assumptions - Presentation	A&GC	17.10.22	Ad-hoc	Note	HF&P	Budget and Income Generation Lead	Part I
Pension Governance	Fire Authority	01.11.22	Ad-hoc	Agree	HHR&L&D	N/A	Part I
Annual Treasury Report	Fire Authority	01.11.22	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
External Auditor Appointment	Fire Authority	01.11.22	Ad-hoc	Agree	HF&P		Part I
Budget Monitoring Q2	Management Committee	06.12.22	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Appliance Availability Q2	Management Committee	06.12.22	quarterly	Note	AM (R&R)	N/A	Part I
Gender and Ethnicity Pay Gap	A&GC	23.01.23	Annual	Note	HHR&L&D	N/A	Part I
Pay Policy Statement	A&GC	23.01.23	Annual	Note and Recommend	HHR&L&D	N/A	Part I
Internal Audit report	A&GC	23.01.23	Quarterly	Note	HF&P	N/A	Part I
External Audit report	A&GC	23.01.23	Quarterly	Note	HF&P	N/A	Part I
Statement of Accounts 21/22	A&GC	23.01.23	Annual	Agree	HF&P	Budget and Income Generation Lead	Part I

ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Annual Governance Statement 21/22	A&GC	23.02.23	Annual	Note	Programme Office and Inspection Manager	N/A	Part I
Q2 Performance Report	A&GC	23.01.23	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Emergency Services Mobile Communications Programme - Presentation	A&GC	23.01.23	Bi annual	Note	HBIS	N/A	Part I
Annual Review of Members Code of Conduct	A&GC	23.01.23	Annual	Note and recommend	DChEx	A&GC Chairman	Part I
Pension Board six month update	A&GC	23.01.23	bi annual	Note	HHR&L&D and Pension Board Chair	N/A	Part I
Budget Monitoring Q3	Management Committee	7.02.23	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Scheme of Member Allowances Annual Review	Management Committee	7.02.23	Annual	Note and recommend	MO	N/A	Part I
Appliance Availability Q3	Management Committee	7.02.23	Quarterly	Note	AM (R&R)	N/A	Part I
Annual Budget 23/24, Medium Term Financial Plan & Strategic Asset Investment Framework and TVFCS Budget	Fire Authority	15.02.23	Annual	Agree	HF&P	Budget and Income Generation/ Collaboration and Strategic Assets Lead	Part I
Built Environment Update	Fire Authority	15.02.23	Ad-hoc	Note	DCFO	N/A	Part I
Pay Policy Statement	Fire Authority	15.02.23	Annual	Agree	HHR&L&D	N/A	Part I
Scheme of Allowances Annual Review 23/24	Fire Authority	15.02.23	Annual	Agree	MO	N/A	Part I
Internal Audit Report	A&GC	28.3.23	quarterly	Note	HF&P	N/A	Part I
External Audit Report	A&GC	28.3.23	quarterly	Note	HF&P	N/A	Part I
Statement of Assurance	A&GC	28.3.23	Quarterly	Note and Recommend	DChEx	RBFA Chairman and A&GC Chairman	Part I
Statement of Accounts	A&GC	28.3.23	Annual	Agree	HF&P	Budget and Income Generation Lead	Part I
Annual Report on Members Development	A&GC	28.3.23	Annual	Note and Recommend	DChEx	Organisational Development Champion	Part I
Annual report on Governance / Members attendance and allowances	A&GC	28.3.23	Annual	Note and Recommend	DChEx	A&GC Chairman	Part I

ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Annual Plan 2023/24	A&GC	28.3.23	Annual	Note and Recommend	DChEx	N/A	Part I
Quarter 3 Performance Report	A&GC	28.3.23	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Corporate Calendar 2023/24	Fire Authority	27.04.23	Annual	Agree	DChEx	N/A	Part I
Lead Member and Champion Annual Reports	Fire Authority	27.04.23	Annual	Note	Lead Officers	Lead Members	Part I
Built Environment Presentation	Fire Authority	27.04.23	Ad-hoc	Note	ACFO	N/A	Part I
Annual Plan 2023/24	Fire Authority	27.04.23	Annual	Agree	DChEx	N/A	Part I

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**Categories of “Exempt Information”  
under Schedule 12A of the Local Government Act 1972**

	<b>Category</b>
	[For each of nos 1 - 7, see <u>Qualification 1</u> below]
1	Information relating to any individual
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information). [see <u>Qualification 2</u> below]
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority purposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**Qualifications:**

- (1) Information falling within paragraph 3 is not exempt information by virtue of that paragraph if it is required to be registered under -
  - (a) the Companies Act 1985;
  - (b) the Friendly Societies Act 1974;
  - (c) the Friendly Societies Act 1992;
  - (d) the Industrial and Provident Societies Acts 1965 to 1978;
  - (e) the Building Societies Act 1986; or
  - (f) the Charities Act 1993.
- (2) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
- (3) Information which -
  - (a) falls within any of paragraphs 1 to 7 above; and
  - (b) is not prevented from being exempt by virtue of the two preceding paragraphs

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

## Agenda Item 17

in disclosing the information.

### **Interpretation:**

- (4) "*Employee*" means a person employed under a contract of service;
- (5) "*Financial or business affairs*" includes contemplated, as well as past or current, activities;
- (6) "*Labour relations matter*" means -
  - (a) any of the matters specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992[10] (matters which may be the subject of a trade dispute, within the meaning of that Act);  
or
  - (b) any dispute about a matter falling within paragraph (a) above;and for the purposes of this definition the enactments mentioned in paragraph (a) above, with the necessary modifications, shall apply in relation to office-holders under the authority as they apply in relation to employees of the authority;
- (7) "*Office-holder*", in relation to the authority, means the holder of any paid office appointments to which are or may be made or confirmed by the authority or by any joint board on which the authority is represented or by any person who holds any such office or is an employee of the authority;
- (8) "*Registered*" in relation to information required to be registered under the Building Societies Act 1986, means recorded in the public file of any building society (within the meaning of that Act).

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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