



Agenda
for the Extraordinary Meeting
of the
Royal Berkshire Fire Authority

Wednesday, 5th January 2022

At

6.30pm

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

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



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DATE AND TIME: Wednesday, 5th January 2022, at 6.30pm

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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 light buffet will be provided.

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

GRAHAM BRITTEN
Monitoring Officer

To: Members of the Royal Berkshire Fire Authority:

Councillor Anne Chadwick	Councillor Jeff Brooks
Councillor Avtar Cheema	Councillor Christine Bateson
Councillor Harjinder Minhas	Councillor Colin Dudley
Councillor Dennis Benneyworth	Councillor Paul Gittings
Councillor Tricia Brown	Councillor Pauline Helliard-Symons
Councillor David Cannon	Councillor Tina McKenzie-Boyle
Councillor Tony Linden	Councillor Angus Ross
Councillor Jo Lovelock	Councillor Rachelle Shepherd- DuBey
Councillor Garth Simpson	Councillor Dexter Smith
Councillor Jane Stanford-Beale	Councillor Simon Werner

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

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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. 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.

4. 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.

5. Questions from Members under Standing Order 30

Purpose:

To receive any questions from Members under Standing Order 30.

6. Notices of Motion under Standing Order 44

Purpose:

To receive any notices of Motion under Standing Order 44.

7. Recommendations of Committees

Recommendation:

To note recommendation from Management Committee's Appointment Panel as set out in Item 8.

8. Appointment Panel Recommendation - Deputy Chief Fire Officer (Pages 5 - 8)

Purpose:

To approve the appointment of Mark Arkwell, to the role of Deputy Chief Fire Officer from 6th January 2022, on the salary package outlined in 3.6 and 3.7 of the report.

9. Minutes of the Standing Committees

Recommendation:

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

10. Date of the Next Meeting

Tuesday 15 February 2022, at 6.30pm. Venue to be confirmed.

ROYAL BERKSHIRE FIRE AUTHORITY REPORT

COMMITTEE	FIRE AUTHORITY
DATE OF MEETING	5 JANUARY 2022
SUBJECT	APPOINTMENT PANEL RECOMMENDATION – DEPUTY CHIEF FIRE OFFICER
LEAD OFFICER	WAYNE BOWCOCK, CHIEF FIRE OFFICER
LEAD MEMBER	COUNCILLOR COLIN DUDLEY
EXEMPT INFORMATION	NONE
ACTION	DECISION

1. EXECUTIVE SUMMARY

- 1.1 Following the retirement of the DCFO and the subsequent interim arrangements an extensive candidate search and robust selection process has been delivered, to find the Service's next DCFO. Supported by Officers and Members a mixed panel has concluded their selection process earlier this month.
- 1.2 Having attracted a high calibre field of candidates, from very diverse leadership backgrounds, the appointment panel unanimously agreed to make a conditional offer, subject to RBFA remuneration agreement, to Temporary DCFO Mark Arkwell.
- 1.3 The recommendation, when ratified by the Fire Authority, will see Mark Arkwell appointed to the role of Deputy Chief Fire Officer of Royal Berkshire Fire & Rescue Service.

2. RECOMMENDATION

That the Fire Authority:

- 2.1 **APPROVE** the appointment of Mark Arkwell, to the role of Deputy Chief Fire Officer from 6th January 2022, on the salary package outlined in 3.6 and 3.7

3. REPORT

Agenda Item 8

- 3.1 Members will be aware that the Deputy Chief Fire Officer, Steve Foye retired earlier in 2021 and interim arrangements were put in place which included Mark Arkwell becoming Temporary Deputy Chief Fire Officer.
- 3.2 Members of the Management Committee approved the revised SLT structure at its meeting on 12 October 2021 following which the appointment process for the DCFO post commenced.
- 3.3 Management Committee agreed that the Chairman would invite Members of the Management Committee to take part in the interview process and select a candidate for recommendation to RBFA on the Management Committee's behalf for appointment should there be an appointable person. The Chairman selected Councillors Dudley, Helliar-Symons, Gittings, Shepherd-DuBey and Cannon to form a Member panel in accordance to the Management Committee Terms of Reference (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.'

- 3.4 Following an extensive and robust process a conditional offer was made, for the role of Deputy Chief Fire Officer, to Mark Arkwell, with effect from the decision date of this report by the RBFA.
- 3.5 In line with the Fire Authority Terms of Reference CO3 (h), the Fire Authority are required *'To approve the terms of appointment or dismissal of the Chief Fire Officer or Chief Executive, Deputy to the Chief Fire Officer, Chief Finance Officer and Monitoring Officer'*.
- 3.6 The salary scale for the Deputy Chief Fire Officer is from £108,230 – £130,132. In line with the Pay Policy, the exact point within the salary range will be determined by the Chief Fire Officer and reviewed annually, based upon on year-end performance appraisals.
- 3.7 In addition to the salary, the post attracts an operational allowance of £10,823 and a car allowance of £3,500 per annum, which is in line with the contributions towards a lease car for other eligible staff.

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 recommendations contained within this report

6. LEGAL IMPLICATIONS

- 6.1 Paragraph 6.10 of the current Fire and Rescue National Framework for England states that: *‘To ensure greater fairness and the exchange of talent and ideas, all principal fire officer posts must be open to competition nationally, and fire and rescue authorities must take account of this in their workforce planning.’*

The statutory guidance published under section 40 of the Localism Act 2011 *‘Openness and accountability in local pay’* to which the Authority must have regard, states at paragraphs 13 and 14:

‘13. [...] All decisions on pay and reward for chief officers must comply with the current pay policy statement.

14. In addition, under these arrangements, full council, or a meeting of members should be offered the opportunity to vote before large salary packages are offered in respect of a new appointment. The Secretary of State considers that £100,000 is the right level for that threshold to be set.’

7. EQUALITY AND DIVERSITY IMPLICATIONS

- 7.1 There are no equality and diversity arising from this report. Principal fire officer posts are advertised nationally and subject to competition.

8. RISK IMPLICATIONS

- 8.1 There are no risk management issues arising from this report.

9. CONSISTENCY WITH DUTY TO COLLABORATE

- 9.1 N/A.

10. PRINCIPAL CONSULTATION

The following individuals have been consulted in preparation of this report.

- 10.1 Monitoring Officer
- 10.2 Head of Finance and Procurement
- 10.3 Chief Fire Officer
- 10.4 Management Committee’s Appointment Panel

11. BACKGROUND PAPERS

- 11.1 Management Committee 12 October 2021 Minutes
- 11.2 Pay Policy Statement 2021/22
- 11.3 Management Committee Terms of Reference
- 11.4 Fire Authority Terms of Reference
- 11.5 [Fire and Rescue National Framework for England](#)
- 11.6 [Openness and Accountability in local pay](#)

Agenda Item 8

12. **APPENDICES**

12.1 None.

13. **CONTACT DETAILS**

13.1 Becci Jefferies
Head of Human Resources and Learning and Development
0118 938 4670