



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

Thursday, 8th June, 2023

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

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



MEETING: Royal Berkshire Fire Authority Annual Meeting

DATE AND TIME: Thursday, 8th June, 2023 at 6.30 pm

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

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

To: Members of the Royal Berkshire Fire Authority:

Councillor Dennis Benneyworth	Councillor Dave McElroy
Councillor Tricia Brown	Councillor Simon Werner
Councillor Jeff Brooks	Councillor Billy Drummond
Councillor Haqeeq Dar	Councillor Peter Frewer
Councillor Paul Gittings	Councillor Wendy Griffith
Councillor Pauline Helliard-Symons	Councillor Jeffery Owen
Councillor Morag Malvern	Councillor Joshua Reynolds
Councillor Tina McKenzie-Boyle	Councillor Ishrat Shah
Councillor Mike Smith	Councillor Robert Stedmond
Councillor Rachelle Shepherd-DuBey	Councillor Helen Taylor

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

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AGENDA

- 1. Election of Chair for the 2023/24 Municipal Year**
- 2. Appointment of Vice-Chair for the 2023/24 Municipal Year**
- 3. Apologies for Absence**
- 4. 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.

- 5. Minutes of the meeting held on 27 April 2023 (Pages 7 - 20)**

Recommendation:

That the Minutes of the meeting and any recorded actions held on 27 April 2023, be confirmed as a correct record and signed by the Chair.

- 6. 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.

- 7. Receipt of Announcements**

Purpose:

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

8. 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.

9. Questions from Members under Standing Order 30

Purpose:

To receive any questions from Members under Standing Order 30.

10. Notices of Motion under Standing Order 44

Purpose:

To receive any notices of Motion under Standing Order 44.

11. Recommendations of Committees

Recommendation:

To note Item 16 has been recommended from Audit and Governance Committee on 28 March 2023.

12. Appointment of Committees, Lead Members and Member Champions and Outside Bodies 2023/24 (Pages 21 - 50)

Purpose:

To agree Member nominations received for the appointment of Royal Berkshire Authority Committees in accordance with Group Leaders' wishes, Constitution and the rules relating to balance, and agree nominations for Member roles.

13. Annual Plan 2023/24 (Pages 51 - 80)

Purpose:

To approve the Annual Plan 2023/24 for publication.

14. Royal Berkshire Fire Authority (RBFA) Local Government pension Scheme Regulations 2013 Statements of Policy about Exercise of Discretionary Functions (Pages 81 - 94)

Purpose:

To approve the revised Local Government Pension Scheme Regulations 2013 Statements of Policy about Exercise of Discretionary Functions; and agree that the review of discretions is amended to reflect revisions periodically as required and not annually.

15. Thames Valley Fire Control Service (TVFCS) Joint Committee Annual report 2022/23 *(Pages 95 - 98)*

Purpose:

To note Joint Committee Annual report 2022/23.

16. Annual Report on Governance *(Pages 99 - 110)*

Purpose:

To note Member Allowances received and attendance record from 1 June 2022 to 31 May 2023.

17. Forward Plan *(Pages 111 - 114)*

Recommendation:

That the Forward Plan be noted.

18. Minutes of the Standing Committees

Recommendation:

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

19. Date of the Next Meeting

Wednesday 8 November 2023, 6.30pm at Royal Berkshire Fire Service (RBFRS) Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD.

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



Held on Thursday, 27th April, 2023 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 Tina McKenzie-Boyle |
| * Councillor David Cannon (part) | Councillor Biyi Oloko |
| * Councillor Hageeq Dar | * Councillor Mike Smith |
| * Councillor Colin Dudley | * Councillor Dexter Smith |
| * Councillor Paul Gittings | * Councillor Rachelle Shepherd- |
| * Councillor Pauline Helliar- | DuBey |
| Symons | * Councillor Dave McElroy |
| * Councillor Tony Linden | Councillor Simon Werner |

In Attendance:

- Mark Antell (Communication and Engagement Lead, C&E Lead)
- Mark Arkwell (Deputy Chief Fire Officer, DCFO)
- Andrea Bennett (Communications and Engagement Officer, C&EO)
- Wayne Bowcock (Chief Fire Officer, CFO)
- Paul Bremble (Head of Corporate Services, HCS)
- Graham Britten (Monitoring Officer, MO)
- Conor Byrne (Head of Finance and Procurement, HF&P)
- Becca Chapman (Data, Performance and Risk Manager, DP&R)
- Jess James (Area Manager Prevention and Protection, AM P&P)
- Becci Jefferies (Head of Human Resources and Learning and Development, HHR&L&D)
- Katie Mills (Assistant Chief Fire Officer, ACFO)
- Jim Powell (Area Manager, Collaboration and Policy, AM C&P)
- Tim Readings (Group Manager CRMP)
- Nikki Richards (Deputy Chief Executive, Dep ChEx)
- Fayth Rowe (Democratic Support Lead, DSL)
- Lukasz Wrona (Head of Business and Information Systems, HBIS)

77. APOLOGIES FOR ABSENCE

Action

Apologies for absence were received from Councillors Biyi Oloko, Tina McKenzie-Boyle and Simon Werner.

78. DECLARATIONS OF INTEREST

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

79. MINUTES OF THE MEETING HELD ON 15 FEBRUARY 2023

RESOLVED that the Minutes of the meeting held on 15 February 2023, be approved as a true record and signed by the Chair.

80. RECEIPT OF ANNOUNCEMENTS

Revised Agenda

- The Chair, highlighted a tabled revised agenda. The order number of original agenda items had changed.

A message of thanks to Councillors Bateson and Cannon

- The Chair extended his profound thanks to three members who were joining the meeting for the last time.
- Councillor Bateson was one of the original 25 members appointed onto Royal Berkshire Fire Authority following the Berkshire Fire Services (Combination Scheme) Order in November 1997.
- As longest serving member, she has seen a lot of change over the last 26 years. She has worked alongside six Chief Fire Officers, five Fire Authority Chair's and served as Vice-Chair of Royal Berkshire Fire Authority in 2008/09.
- From 2015 to 2022, she served as Community Safety Champion and helped to develop stronger links with NHS partners when delivering Safe and Well Visits and blood donations at fire stations in Berkshire.
- On behalf of the Fire Authority, the Chair presented Councillor Bateson with the Ceremonial axe in recognition of her length of service to the Authority at the end of the meeting.
- Councillor Cannon joined the Authority in June of 2019.
- Upon joining the Authority, he served as Collaboration Lead until June last year. As Collaboration Lead, he was appointed member of the Thames Valley Fire Control Service Joint Committee and the Thames Valley Collaboration Steering Group.
- Councillor Sandra Malik joined the Fire Authority in June 2022 and served on Audit and Governance Committee.
- The Chair thanked all three Councillors for their efforts as members of the Fire Authority and wished them well in their future endeavours.

Fundraising Efforts

- Firefighters, staff and volunteers from across the Service have been working incredibly hard to raise money for charity since the authority last met in full.
- Crews from Slough, Langley and Maidenhead Fire Stations, along with staff and volunteers from across the Service, organised two car washes and collections to raise money for charity on Saturday, 18 and Sunday, 19 February.
- In total, the two car washes raised over £10,000, with all the proceeds going to the Disasters Emergency Committee (DEC) Turkey-Syria Earthquake Appeal and The Fire Fighters Charity.
- Two more car washes were held in March, at Crowthorne Community Fire Station and again at Slough, which raised a further £3,600 for The Fire Fighters Charity.
- On Saturday, 8 April, Bracknell Fire Station hosted a charity car wash and collection to support those affected by the ongoing war in Ukraine and The Fire Fighters Charity. Thanks to the generosity of those attending, a total of just over £2,200 was raised alongside a range of household items that were collected to send to people impacted by the war.
- The Chair thanked firefighters, volunteers, staff and residents who came together to support these fantastic fundraising endeavours.

Breathing Apparatus Sets Donated to Ukrainian Firefighters

- Royal Berkshire Fire and Rescue Service (RBFRS) donated a number of breathing apparatus (BA) sets to help support Ukrainian firefighters in their vital work during the ongoing war.
- In total, 90 BA sets and 300 air cylinders have been donated by RBFRS as part of the latest convoy making its way to Ukraine. These BA sets were surplus to our requirements having been replaced earlier this year.
- The donation of this equipment is part of a national effort, which has been coordinated by the charity FIRE AID UK and the National Fire Chiefs Council.
- Members of the Fleet and Equipment Team had prepared the sets for the donation and use by Ukrainian firefighters. Other fire and rescue services are donating a range of other equipment and appliances.
- On Wednesday, 26 April the vehicle carrying the equipment left Theale Community Fire Station to join colleagues from across the country in Kent. The equipment will be stored there before being sent to Poland in the week commencing 1 May, before being transported to Ukraine.
- Thank you to all those involved with helping to get this important equipment to our Ukrainian counterparts.

Summer Internship Update

- Applications for this year's Summer Internship closed on 9 April. We received a total of 45 applications, of which 16 were invited for interviews and a group assessment at the Service's Headquarters over the course of this week.

- The successful candidates will join the Service on Monday, 17 July, remaining with us until Friday, 18 August.
- On rotation, the five successful candidates will spend one week with the following departments:
 - Business Support
 - Collaboration and Policy Enforcement Team
 - Facilities
 - Programme Office.
- They will also spend a day at various Fire Stations around the County and will attend learning days as with last year's cohort.

Crowthorne Happiness Hubs

- In association with Bracknell Forest Council, Crowthorne Community Fire Station has been hosting monthly 'Happiness Hubs.'
- The Happiness Hub is a collaboration of support services offering mental health and well-being advice to individuals 18 years and over who live in Bracknell Forest and surrounding areas.
- The hubs take place on the third Friday of every month between 11am and 1pm. There's no need for people to book in advance and visitors can come and go as they please.
- If any members would like to attend the next Happiness Hub, the session will run at the Station on Friday, 19 May.

Tragic Incident on Erleigh Road on Wednesday, 5 April

- Tragically, two people have now died following the fire in Erleigh Road on Wednesday, 5 April. Three others were seriously injured in the fire. However, due to the life-saving actions of the crews who attended, they are steadily making a recovery.
- Over 40 members of staff attended the incident to tackle the blaze. The crews worked tirelessly into the early hours of the morning, spending over six hours at the scene.
- On behalf of the Fire Authority, the Chair thanked all those that attended the incident for their professionalism at what was an incredibly challenging incident.
- The Chair shared a quote from Nic Dunbar, Head of Operations at South Central Ambulance Service who also thanked our crews for their efforts: "All of the ambulance crews commented on how good your personnel were with their Basic Life Support, these early interventions have certainly helped to save the lives of these family members,"
- In the weeks following the fire, our teams worked, alongside partners to visit the local community and nearby residents to provide fire safety advice and guidance. Over 100 residents were visited and 80 Safe and Well Visits were completed. This work is ongoing alongside partners and the local community to continue to deliver prevention advice and guidance.
- Our thoughts remain firmly with the friends, family and local community affected by this incident.

Announcement from Wayne Bowcock, Chief Fire Officer (CFO) on Erleigh Road incident, 5 April

- The CFO reported the incident was still under investigation and his thoughts were with the family. Three children were still hospitalised. Crews have been kept updated on their condition. He stated the wider community has been affected by this incident.
- He commended the professionalism of call handlers which enabled crews quick access to the property. The first pump arrived in under four minutes. Three appliances attended in less than 10 minutes.
- The staircase of the property was compromised, the crews provided basic life support. South Central Ambulance Service (SCAS) praised the emergency response.
- Fire Investigation are keen to work with community leads. Over 40 Safe and Well Visits referrals from Muslim community has been made. There has been an multi-agency approach from Reading Borough Council, Thames Valley Police and RBFRS in providing community support. Stronger links with the community has been made.

81. RECOMMENDATIONS OF COMMITTEES

Item 16 (Member Development Strategy) was recommended from Audit and Governance Committee on 28 March 2023.

82. QUESTIONS FROM MEMBERS UNDER STANDING ORDER 30

There were no questions from Members under Standing Order 30.

83. NOTICES OF MOTION UNDER STANDING ORDER 44

There were no notices of motion under Standing Order 44.

84. LONDON FIRE BRIGADE (LFB) CULTURE REVIEW AUDIT (GAP ANALYSIS) PRESENTATION

Wayne Bowcock, CFO, delivered a presentation on Royal Berkshire Fire and Rescue Service (RBFRS) progress against London Fire Brigade (LFB) Culture Review report Audit Gap Analysis. He also stated that he would update Members on RBFRS response to the recent His Majesty's Inspectorate Constabulary Fire and Rescue Services (HMICFRS) spotlight report.

He started with RBFRS Vision and Culture diagram and reported the People Strategy was currently being revised. The diagram indicated RBFRS clear focus on culture and the pillars on the delivery of key services to the community. The LFB culture report made 23 recommendations for LFB, and the HMICFRS made

35 recommendations aimed at all Fire and Rescue Services (FRSs) in England, 19 of those recommendations were actions for Chief Fire Officers.

Wayne Bowcock listed his initial actions following the LFB report, and stated HMICFRS requested discipline and grievance data returns from all FRSs, RBFRS sent their returns going back five years.

The Equality, Diversity and Inclusion (EDI) Steering Group had reviewed the gap analysis and as a result, a clear road map had been put in place for the next three to five years.

In June, an all staff conference will be held on the culture of the organisation. He discussed the leadership challenge and stated there was a clear expectation for leaders to role model behaviours. He added, Fire Authority Members also have a leadership role to continue to role model standards.

Wayne Bowcock outlined the gap analysis was a Red, Amber and Green (RAG) status document which was set out in themes that related to the following:

- 1) Cultural dashboard
- 2) Community relationships
- 3) Talent management

Councillor Brooks asked for examples on the actions LFB were required to take, and whether RBFRS arranged staff surveys. Wayne Bowcock confirmed that the service conducts staff surveys and the next one will be more culturally focused. Nikki Richards, Deputy Chief Executive, (DChEx), reported a staff survey will be circulated following the staff conference in June.

Wayne Bowcock provided examples of the actions LFB were required to introduce, one being the implementation of an anonymous reporting line, and the other, the requirement to wear body worn cameras whilst conducting Safe and Well visits. Whereas, RBFRS has had a contract with anonymous reporting organisation 'Say So' for a number of years.

Councillor Dudley stated he was pleased the service had 'Say So' to enable staff to make anonymous reporting, and asked how were the service ensuring all staff groups were aware of 'Say So'.

Wayne Bowcock reported a new training programme on 'active bystander' was currently being developed to provide the tools for staff to challenge.

Councillor Linden requested, in addition to Audit and Governance Committee receiving the results from the staff survey, that Management Committee receive data from the staff survey.

Councillor Helliard-Symons requested for specific examples on the gaps and weaknesses identified for the Service to address. Wayne Bowcock reported the gaps identified were around micro-aggressions, specifically around the impact to

the individual and stated it would be addressed through communication, education and training.

Councillor Lovelock asked, how will the Service ensure those brave enough to report, will get feedback. Wayne Bowcock reported the relevant Senior Leadership Team member would report back to the individual and acknowledged additional support was required for victims. Nikki Richards advised that herself, and Becci Jefferies (Head of Human Resources and Learning and Development) were the only recipients of reports via 'Say So' and that following a triage, 'Say So' respond to the complainant, due to the anonymity of the service.

For a copy of the presentation contact committeeteam@rbfrs.co.uk

85. WATER RESCUE CAPABILITY

Doug Buchanan, Area Manager Response and Resilience (AM R&R) outlined the report was seeking Member approval to spend up to £100k from the Strategic Asset Investment Framework (SAIF) to purchase an enhanced water rescue capability in the East of the County. He stated the equipment location would be held in either Slough or Langley and the capital spend would include other costs associated, such as training.

Councillor McElroy thanked officers for this report and stated that he fully endorsed the recommendations of the report.

Doug Buchanan explained the current provision was a module 2 capability, which prohibits the Firefighter from swimming, however the proposed module 3 capability would allow Firefighters to operate more safely.

Councillor Bateson queried the reason why Windsor was not considered a location to house the equipment. Doug Buchanan reported a review was held and Langley and Slough was identified based on facilities, he added Windsor crewing arrangement would not suit the capability.

In response to a question from Councillor Dudley, Doug Buchanan explained the difference between module 2 and module 3 capability. He reported module 2 provided the ability to operate safely from the bank and wade. Module 3 enabled a swift water rescue from a non-powered craft. In response to a supplementary question from Councillor Dudley, Doug Buchanan explained the equipment based on DEFRA guidance would include; dinghies, inflatable lines and a facilities upgrade providing adequate storage. He added, through the SAIF and Vehicle Strategy, a vehicle will be required to support the above equipment.

Councillor Helliars-Symons asked how much prevention work the Service were doing at schools around water safety. Doug Buchanan reported prevention activities had been identified in respective Local Safety Plans which was tailored

to the location it covered. He stated, last summer, staff worked in partnership with Braywick Leisure Centre in providing free swimming lessons.

Councillor Shepherd-DuBey queried whether the Service were protecting Firefighters from getting ill from sewage discharge in rivers. Doug Buchanan reported the Health and Safety Team had conducted a risk assessment and stated the risk was a national problem.

In response to Councillor Linden, Doug Buchanan stated prevention activities included private schools and pupil referral units.

Councillors Helliard-Symons, Brooks and Dudley respectively expressed their support in the report. Councillor Brown stated that the National Operation Guidance should have regard to water incidences.

The Chair moved the recommendations and it was seconded by Councillor McElroy.

RESOLVED that:

- 1) The capital spend of up to £100k as detailed in the Business Case to support the introduction of an enhance water rescue capability in the East of the County, be approved; and
- 2) Following the conclusion of the internal consultation, the required spend be finalised in consultation with the Lead Member for Strategic Assets and Sustainability, and reported to a subsequent meeting of Management Committee.

86. CORPORATE PLAN AND COMMUNITY RISK MANAGEMENT PLAN 2023 - 2027 CONSULTATION REPORT

The Chair, Councillor Paul Gittings introduced the report as Community Risk Management Plan (CRMP) Lead Member. Tim Readings, CRMP Group Manager delivered a presentation and highlighted the following:

- Engagement reach
- number of respondents overall
- comparison data to the previous 2019-23 Corporate Plan and Integrated Risk Management Plan
- Consultation principles
- Benchmarking
- Learning

In response to comments from Councillors McElroy, Linden and D. Smith, Tim Readings reported the majority of responses were from men and from West Berkshire residents. He added a large number of RBFRS employees lived in West Berkshire and stated that more work would need to be done to develop

community networks in the East of County, to achieve an increase of responses from the east.

Paul Bremble, Head of Corporate Services (HCS), thanked Members for their community contacts, and took Members through each of the six priorities of the consultation.

Priority 1 – Members requested no changes.

Priority 2 – Members requested no changes. In response to a query from Councillor Helliar-Symons, Paul Bremble explained the Risk Based Inspection Programme will shape how the service identify those that are most at risk in the community.

Priority 3 – Members requested amendments to this priority in response to comments from Councillors M. Smith, D. Smith, Dudley and McElroy. Nikki Richards clarified the priority was looking at the entire response model. She explained, it was not seeking to change the response standard which was attending 75% of incidences within 10 minutes. The response model included whole-time and on-call appliances and how the service use operational assets to manage risk around the County.

It being proposed and seconded it was resolved that Priority 3 be amended to the following.

Priority 3. *We will develop our response model to ensure that we are providing the most effective response to incidents within Berkshire, ensuring that it is aligned to the risks identified, sustainable and provides value for money.*

We recognise that we are entrusted with public money and have a duty to spend it wisely. Ensuring we provide our services effectively and efficiently, and provide good value for money.

We will develop our response model to ensure its effectiveness in responding to incidents. We will match our resources to the risks within the county by ensuring our fire appliances, specialist vehicles and staff, are best placed to respond to incidents.

We will continue to maintain our response standard of the first fire appliance arriving at the incident within 10 minutes on 75% of occasions.

Priority 4 – Members amended this priority following comments from Councillors Brooks, D. Smith, Shepherd-DuBey and Dudley. Councillors Brooks and D. Smith stated it was important to emphasise public safety is at the heart of what we do, and it was felt the type of incidences should be provided as examples, such as Road Traffic Collisions (RTC).

Wayne Bowcock reported attending RTCs was a statutory function, however water rescue and animal rescue was not in legislation (Fire Services Act). He explained, the intent was not to withdraw from attending the above incidences and added those non-statutory incidences was at a significant cost to the Authority.

The Vice-Chair requested Members to lobby MPs to fund all incidences.

In response to a query from Councillor McElroy, Wayne Bowcock stated priorities 1 and 3 link into how the Authority sets its annual budget. Mark Arkwell reported the new strategic commitments also highlighted financial and environmental sustainability.

(Councillor Cannon left the meeting)

It being proposed and seconded it was resolved that Priority 4 be amended to the following:

Priority 4 - *We will review the incidents that do not form part of our core statutory responsibilities, to better understand the implications for the Service in attending these incidents. Notwithstanding a review of our response and the gathering of data in order to lobby for a fair funding settlement on these incidents, the safety of the public will remain the number one priority of this Service.*

We will work with our partners to develop the most effective approach to resolving incidents that currently are not part of our statutory duties, through our targeted prevention activities and our response model.

We will fully understand the impact and costs of responding to incidents, identified as risks through our detailed risk analysis, which do not currently form part of our core statutory responsibilities. This will support our other priorities, particularly those focused on public value and efficiency.

Better understanding this information will provide the evidence to support our work with the sector to lobby Government for clarity and recognition of the evolved role of Fire and Rescue Services in public safety and the appropriate funding required to resource incidents that currently do not form part of our core statutory responsibilities.

Priority 5 – Members requested no changes.

Priority 6 – In response to a query from Councillor Dudley, Doug Buchanan confirmed the Service had 19 appliances, 14 wholetime and 5 on-call. He stated this priority was seeking the maximum availability across two duty systems

(whole-time and on-call). Doug Buchanan explained, on the event the Service could not achieve 14 wholetime appliance availability, due to sickness or training for example, the service would utilise a mix of the duty systems (wholetime and on-call) to achieve baseline number of appliances.

Councillor Dudley queried what would happen in the West of the County, as on-call availability was less than ideal. Doug Buchanan reported on the event there were lower than 14 appliances available, the Service would move to degradation planning. In response to a supplementary question from Councillor Dudley on the use of Pre-arranged Overtime (PAOT), Doug Buchanan explained two duty systems would be brought together to ensure 14 appliances were available. This would provide flexibility on how resources were managed. He added, PAOT may be used in conditions similar to the Heatwave last summer. He provided an example, and stated if there were no crew at Newbury, pre-planning would occur, moving staff around to fill key stations.

Councillor Brooks asked whether there was a legal date to agree the Community Risk Management Plan (CRMP) and whether priority 6 had been piloted. Wayne Bowcock advised priority 6 was an operational matter and was ensuring the Service make best and flexible use of all 19 appliances. Using a combination of on-call and wholetime appliances.

Councillor Brooks stated the relationship between Members and Officers were a partnership and that he supported officers' recommendations.

Graham Britten, Monitoring Officer (MO) reported the National Framework specifies the requirement for fire and rescue authorities to develop and consult on and adopt a CRMP and legislation requires fire and rescue authorities to have regard to the National Framework, and it was the Fire Authority's duty to adopt the CRMP. He stated all the Service's planning derives from the CRMP.

In response to a query from Councillor M. Smith, Doug Buchanan confirmed in priority 6 there was no suggested changes in the response model and reiterated there would be a minimum of 14 appliances, bringing two duty systems together to achieve the above minimum.

In response to Councillor Malik, Wayne Bowcock reported mutual aid and over the boarder arrangements with neighbouring Fire and Rescue Services (FRSs) is called upon for extra resources, however RBFRS provide over the boarder appliance more than it is brought into Berkshire.

In response to Councillor Malvern, Wayne Bowcock confirmed almost 80% of respondents to the consultation were in favour of priority 6.

In response to Councillor Bateson, Doug Buchanan reported mechanical problems with appliances were considered business as usual and the Service had its own resilience arrangements or would use mutual aid arrangement.

Councillor Brown expressed she was concerned with using PAOT and the pressure on staff to cover shortfalls and queried whether on-call staff could be more involved. Doug Buchanan stated there were challenges around the on-call duty system. Paul Bremble informed Members that a number of comments received from the public were that they were pleased to see on-call were recognised.

Councillor Lovelock summed up the debate by stating that priority 6 was not cutting any services and that the intent was to increase the use of on-call.

It being proposed and seconded it was resolved that Priority 6 be changed to the following:

Priority 6 - *We will maintain 19 frontline fire appliances, and a baseline service provision of 14 frontline fire appliances, utilising wholetime and on-call staff as effectively as possible, through local management.*

We will continue to maintain our response standard of the first fire appliance arriving at the incident within 10 minutes on 75% of occasions.

We recognise that we are entrusted with public money and have a duty to spend it wisely. In order to ensure we provide our services efficiently we will seek to ensure that we deliver good value for money.

RESOLVED that:

- 1) RFBFRS has carried out a thorough public consultation and conscientiously taken in to account the feedback from the consultation to inform the Corporate Plan and CRMP 2023-27;
- 2) The revised strategic commitments of RBFA following the consultation, be agreed;
- 3) The revised Corporate Plan & CRMP priorities, as amended (as detailed above), are appropriate and suitable measures to mitigate fire and rescue related community risk in Royal Berkshire; and
- 4) The Corporate Plan and CRMP 2023-27 with the revised Strategic Commitments and Priorities be updated and published via RBFRS external website.

For a copy of the presentation, please contact committeeteam@rbfrs.co.uk

87. THE CHARTER FOR FAMILIES BEREAVED THROUGH PUBLIC TRAGEDY

Wayne Bowcock, CFO reported following the 2017 Manchester Arena bombing and preceding the establishment by the Home Secretary on 22 October 2019 of

the Manchester Arena statutory public inquiry, The Kerslake Report was published on the 27 March 2018.

An interim 'progress report' providing an update on the work of the Review was published on 12 January 2018. This contained a recommendation from Lord Kerslake that public bodies adopt one of the 'points of learning' within 'The patronising disposition of unaccountable power' report by the Right Reverend James Jones KBE to sign up to a 'Charter for Families Bereaved through Public Tragedy'.

Wayne Bowcock stated, both the College of Policing and the National Police Chief's Council (on behalf of all 42 police forces in England and Wales) have signed up to the Charter. South Central Ambulance Service is a health service body which has a statutory 'duty of candour' under Regulation 20.

RESOLVED that 'The Charter for Families Bereaved through Public Tragedy' be adopted and be attested by the signatures of the Chair of Royal Berkshire Fire Authority and Chief Fire Officer.

88. 2023/24 CORPORATE CALENDAR

Paul Bremble, HCS, presented the 2023/24 Corporate Calendar. Councillor Dudley thanked officers' for finding gaps to accommodate meetings.

RESOLVED that:

- 1) Management Committee meeting be moved to Tuesday 11 July 2023;
- 2) Audit and Governance Committee be moved to Monday 24 July 2023;
and
- 3) the remainder of the 2023/24 Corporate Calendar dates be agreed (excluding Thames Valley Fire Control Service (TVFCS) Joint Committee meeting dates which have already been approved by that committee).

89. MEMBER DEVELOPMENT STRATEGY 2023 - 27

Paul Bremble, HCS, reported the Member Development Strategy was developed by Councillor Mike Smith, Member Development Champion and Member Development Working Group. The Member Development Strategy was a recommendation from Audit and Governance Committee on 28 March 2023. It included the revised strategic commitments and was a four-year strategy in line with the CRMP. He stated, subject to Member approval, an action plan will be developed.

In response to a query from Councillor Brooks, Paul Bremble confirmed the report identified the number of courses attended by Members and did not publish the names of Members, in attendance.

Councillor M. Smith commented on the low response from Members completing the Member Development Survey.

RESOLVED that the 2023-27 Member Development Strategy be approved.

90. LEAD MEMBER AND CHAMPION ANNUAL REPORTS

Lead Member and Member Champion annual reports were taken as read en bloc. Councillor Helliars-Symons addressed a question to Councillor M. Smith, Safety, Health, Fitness and Wellbeing Champion and asked what was the Service doing to increase staff.

Councillor M. Smith reported there were a number of activities the Service were doing to improve recruitment levels. He added, a number of managers attended Mental Health training which assisted with retention levels. Becci Jefferies, Head of Human Resources and Learning and Development (HHR&L&D), listed the measures that were in place such as pension forecasting, workforce planning and had contracts with services which provide advice on financial wellbeing, physical health and mental health. She stated she was happy to provide a fuller list of activities outside of the meeting.

HHR&L&D

Councillor Dudley commended the work of Che Scott in his involvement in the Armed Forces.

RESOLVED that the report be noted.

91. FORWARD PLAN

RESOLVED that the Forward Plan be noted.

92. MINUTES OF THE STANDING COMMITTEES

RESOLVED that it be noted Minutes of recent meetings were published on RBFRS website.

93. DATE OF THE NEXT MEETING

Thursday 8 June 2023, 6.30pm at Royal Berkshire Fire and Rescue Service (RBFRS) Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG30 2NS.

(The meeting concluded at 22:25)

ROYAL BERKSHIRE FIRE AUTHORITY REPORT



COMMITTEE	FIRE AUTHORITY
DATE OF MEETING	8 JUNE 2023
SUBJECT	APPOINTMENT OF COMMITTEES, LEAD MEMBER, MEMBER CHAMPIONS, WORKING PARTIES AND OUTSIDE BODIES
LEAD OFFICER	GRAHAM BRITTEN, MONITORING OFFICER
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	FOR DECISION

1. EXECUTIVE SUMMARY

- 1.1 To appoint Member nominations received for Royal Berkshire Fire Authority Committees (Table 5) in accordance with the Group Leaders' wishes, Constitution and the rules relating to political balance, and to agree nominations for Member Roles outlined in Tables 6 – 10.
- 1.2 Nominations for appointments in Table 6 - 10 will be tabled during the meeting and Members will be requested to vote on each position where more than one nomination is received for a position.

2. RECOMMENDATION

That the Fire Authority:

- 2.1 **APPOINT** nominations received from the Group Leaders onto the Audit and Governance Committee and Management Committee (**Table 5**);
- 2.2 **APPOINT** ungrouped Members (Green and Independent Member) onto the ninth seat of Audit and Governance Committee, and eleventh seat of Management Committee (**Table 5**)
- 2.3 **AGREE** nominations received for Special Responsibility Allowance roles in **Table 6**;
- 2.4 **AGREE** nominations received for the appointments listed in **Tables 7 – 10**; and

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- 2.5 **NOTE** Role Descriptions for Royal Berkshire Fire Authority Members (attached as Appendix A).

3. REPORT

- 3.1 On an annual basis, Unitary Authorities confirm their Member appointments onto the Fire Authority. Table 1 shows the number of Fire Authority seats per Unitary Authority.
- 3.2 The Fire Authority has 20 Members and this year are comprised of 8 Liberal Democrats, 5 Labour, 5 Conservative, 1 Green and 1 Independent.
- 3.3 In March 2023, each Berkshire Unitary Authority was asked to nominate the number of Councillors outlined in the table below, based on data received from the number of registered local government electors on the electoral roll published in December 2022 from each Unitary Electoral Services department.

Table 1

Unitary Authority	Seats
Bracknell	3
Reading	3
Slough	3
RBWM	3
West Berks	4
Wokingham	4
Total	20

- 3.4 **Local Government and Housing Act 1989, Section 15(3)** Duty to allocate seats to political groups: “Where at any time the representation of different political groups on a body to which this section applies falls to be reviewed under this section by any relevant authority or committee of a relevant authority, it shall be the duty of that authority or committee, as soon as practicable after the review, to determine the allocation to the different political groups into which the members of the authority are divided of all the seats which fall to be filled by appointments made from time to time by that authority or committee.”
- 3.5 **Local Government and Housing Act 1989, Section 16(1)** Duty to give effect to allocations: “Where any relevant authority or any committee of a relevant authority have determined the allocation to different political groups of the seats on a body to which section 15 above applies, it shall be the duty of that authority or committee so to exercise their power to make appointments to that body as to give effect—(a) ...as soon as practicable after the determination... to such wishes about who is to be appointed to the seats on that body which are allocated to a particular political group as are expressed by that group. ”
- 3.6 **Local Government and Housing Act 1989, Schedule 1, paragraph 3(2)** “Regulations under this paragraph may make provision modifying the provisions of sections 15 and 16 of this Act in relation to any case in which some of the members of a relevant authority fall to be treated as members of one or more political groups and the others do not.”

- 3.7 **Local Government (Committees and Political Groups) Regulations 1990 (SI 1990/1553), Regulation 16(1)** “In relation to any such case as is described in paragraph 3(2) of Schedule 1 to the 1989 Act, the provisions of sections 15 and 16 of the 1989 Act shall be modified as mentioned in paragraphs (2) and (3).

“(2) Section 15(3) of the 1989 Act shall have effect as if for the words from "to determine" to the end there were substituted the words "to determine the allocation to each of those groups of such of the seats which fall to be filled by appointments made from time to time by that authority or committee as bear to the total of all of those seats the same proportion as is borne by the number of members of that group to the membership of the authority."

“(3) Section 16 of the 1989 Act shall have effect as if, after subsection (2), there were inserted the following subsection-"(2A) Where appointments fall to be made to seats on a body to which section 15 applies otherwise than in accordance with a determination under that section, it shall be the duty of the authority or the committee, as the case may be, so to exercise their power to make appointments as to secure that the persons appointed to those seats are not members of any political group."

- 3.8 Set out below are tables which indicate the overall allocation of Fire Authority places per Political Group and the total number of places, each group would be allocated subject to confirmation that all of the political groupings remaining affiliated by political party alone and thereby the Green and Independent Member remains ungrouped.

Table 2

Total number of Royal Berkshire Fire Authority Members

	Number of seats on RBFA	% of seats on RBFA
Liberal Democrats	8	40%
Conservative	5	25%
Labour	5	25%
Green (ungrouped)	1	
Independent (ungrouped)	1	
	20	

Table 3

Total number of places on Management Committee

	Number of seats on RBFA	% of seats on RBFA		Seats Management Committee
Liberal Democrats	8	40%	4.4	4
Conservative	5	25%	2.75	3
Labour	5	25%	2.75	3
Green	1			0/1
Independent	1			1/0
	20			11

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3.9 **Table 3:** (above) There are 11 seats on the Management Committee. The first cut of figures gives an entitlement of seats to 4 Liberal Democrats, 2 Conservative, 2 Labour. The closest entitlement to additional ninth and tenth seats rests equally with the Conservatives and Labour. The eleventh seat going to either the Green or Independent Member not appointed to Audit and Governance Committee.

3.10 **Table 4:** There are 9 seats on Audit and Governance Committee (A&GC). (below) first cut of the figures gives an entitlement of seats to 3 Liberal Democrats, 2 Conservatives, and 2 Labour. The closest entitlement to the eighth seat rests with the Liberal Democrats with the ninth seat going to the Green or Independent Member not appointed to the Management Committee.

Table 4

Total number of places on Audit and Governance Committee

	Number of seats on RBFA	% of seats on RBFA		Number of seats Audit and Governance Committee
Liberal Democrats	8	40%	3.6	4
Conservative	5	25%	2.25	2
Labour	5	25%	2.25	2
Green	1			0/1
Independent	1			1/0
	20			9

3.11 This year, due to the results of local elections in Berkshire, the political balance of the Fire Authority has changed. Eight new Members have been appointed from Berkshire Unitary Authorities. Councillors Billy Drummond, Peter Frewer, Wendy Griffith, Owen Jeffery, Ishrat Shah, Robert Stedmond, Joshua Reynolds and Helen Taylor.

3.12 Table 5 below shows the number of seats available on each committee per political group. Table 6 shows Special Responsibility Allowance (SRA) positions available.

Table 5

Audit and Governance Committee (9 seats)	1. (Lib Dem) 2. (Lib Dem) 3. (Lib Dem) 4. Lib Dem) 5. (Lab) 6. (Lab 7. (Con) 8. (Con) 9. (Green or Independent)
--	---

Management Committee (11 seats)	<ol style="list-style-type: none"> 1. (Lib Dem) 2. (Lib Dem) 3. (Lib Dem) 4. Lib Dem) 5. (Lab) 6. (Lab) 7. (Lab) 8. (Con) 9. (Con) 10. (Con) 11. (Green or Independent)
---------------------------------	--

Table 6 – Special Responsibility Allowance Roles¹

Position
Chair of Authority
Vice-Chair of Authority
Audit and Governance Chair
Management Committee Chair
Opposition Leader (s)
Budget and Income Generation Lead
Collaboration Lead
Community Risk Management Plan Lead
Strategic Assets and Sustainability Lead
Community Safety Champion
Equality, Diversity and Inclusion Champion
Safety, Health, Fitness and Wellbeing Champion
Member Development Champion

3.13 Thames Valley Fire Control Service (TVFCS) Joint Committee has representation from each Fire Authority and County Council partner: Royal Berkshire Fire Authority (RBFA), Buckinghamshire and Milton Keynes Fire Authority (BMKFA) and Oxfordshire County Council (OCC). Meetings are held on rotation at Fire and Rescue Service Headquarters hosting for the year. This year, TVFCS Joint Committee meetings will be held at Oxfordshire Fire and Rescue Service Headquarters, Kidlington, Oxfordshire OX5.

3.14 Table 7 shows two seats for RBFA Member representation on TVFCS Joint Committee and two substitute Members. The appointment of TVFCS Joint Committee Chairman is made on an annual rotational basis between appointed

¹ It is recommended that the 1-SRA only rule be maintained and specified in the RBFA Members' Allowances scheme. Confirming the cap of 10 SRAs payable at any one time

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Members of RBFA, BMKFA and OCC. This year, a Member from Oxfordshire County Council will be elected as Chairman of TVFCS Joint Committee.

Table 7 – Thames Valley Fire Control Joint Committee appointments

Position
TVFCS Joint Committee (2 seats)
Two substitute Members for TVFCS Joint Committee

- 3.15 The quorum for each Working Group listed in table 8 is three. Members may nominate more than three Members per Working Group. Additional cross party Working Groups may be established during the year, at the discretion of the Chair, subject to business need.

Table 8- Working Group appointments

Position
Member Development Working Group - minimum three Members
Estates Development and Sustainability Working Group - minimum three Members

- 3.16 The Fire Authority are required to appoint a representative onto its Outside Body, Local Government Association (LGA) Fire Commission meetings. This report is seeking the appointment of one representative and one substitute representative to attend LGA Fire Commission meetings, twice a year in London. LGA representative and substitute LGA representative do not attract a special responsibility allowance.

Table 9 – Local Government Association (LGA) Fire Commission representative²

Position
Local Government Association (LGA) Fire Commission representative (1 seat)
Substitute Local Government Association (LGA) Fire Commission representative (1 seat)

- 3.17 Outlined in Table 10 shows Armed Forces Honorary Member Champion do not attract a SRA. Appendix A provides further detail to the Member roles outlined in this report.

Table 10 – Honorary Champion roles (non-Special Responsibility Allowance)

Position
Honorary Armed Forces Champion

- 3.18 Every four years, an independent review is held on the Scheme of Allowances. The last review was held in September 2019 and on 24 October 2019, the Fire

² Meetings are held twice a year in London, (Bevan Hall, Ground Floor, 18 Smith Square, London SW1P 3HZ)

Authority agreed South East Employers recommendation with the exception that indexation references be effective from the start of the financial year. (Minute reference 24). The Fire Authority also approved South East Employers recommendation of one Special Responsibility Allowance (SRA) only rule be maintained and no more than 10 SRAs should be paid at any one time.

‘Currently, the Members’ Allowances’ scheme specifies that a member who holds more than one remunerated post is eligible to receive one SRA only, normally it would be the higher SRA. While the 2003 Regulations do not prohibit members from receiving more than 1 SRA, it is a condition that is normally placed in Members’ Allowances’ schemes, dependent on whether they are principal or joint authorities. All six of the nominating councils specify in their Members’ Allowances’ scheme that regardless of remunerated posts held only 1 SRA is payable (SEE Members Allowance Survey 2018).

It is recommended that the 1-SRA only rule be maintained and specified in the RBFA Members’ Allowances scheme.

Confirming the cap of 10 SRAs payable at any one time

Presently, the RBFA Members’ Allowances scheme specifies that no more than 50% of members can be paid an SRA at any one time,

The 2003 Regulations do not prohibit the numbers or proportion of an authority’s membership that may receive an SRA. However, the 2006 Statutory Guidance (paragraph 72) points out that:

If the majority of members of a council [or joint authority] receive a special responsibility allowance the local electorate may rightly question whether this was justified.

It is difficult to justify a situation whereby a majority of members are deemed “special” through the receipt of an SRA. It is counter intuitive. The cap of 10 SRAs payable for RBFA represents 50% of the membership and is typically known as the “50% rule” where it is specified in members’ allowances schemes.

Consequently, it is recommended that no more than 10 SRAs should be paid at any one time.³

- 3.19 The election and nominations for appointments of the Chair and Vice-Chair of Management Committee and Audit and Governance Committee will be held at their inaugural meetings in July 2023.
- 3.20 The Fire Authority recently reviewed and amended its Member Role Description document on 4 October 2022. Paragraph 2.5 is seeking Members note Member Role Description attached as Appendix A.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

³Item 9 Appendix A South East Employers Independent Review of Members’ Allowances for the Royal Berkshire Fire Authority –Fire Authority Agenda on 24 October 2019.

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4.1 Not applicable.

5. FINANCIAL IMPLICATIONS

5.1 This is in accordance with Members Scheme of Allowances.

6. LEGAL IMPLICATIONS

6.1 Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990.

The Authority is required by the above Regulations to review the basis of allocation of seats amongst the Political Groups either at its Annual Meeting, or as soon as practicable thereafter, or following a change in its Membership. In making its review, the Authority is required, so far as reasonably practicable, to comply with the following principles:

- (i) Not all seats on each Committee are to be allocated to the same Group.
- (ii) The majority of seats is to be allocated to a particular Group if the number of persons belonging to that Group is a majority on the Authority.
- (iii) Subject to the above paragraphs, the number of seats on the Committees allocated to each Group should bear the same proportion to the total of all the seats on the Committees as that borne by the number of Members of that Group to the Membership of the Authority.
- (iv) Subject to paragraphs (i) to (iii) above, that the number of the seats on the body which are allocated to different political groups bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.

6.2 The modifications to these principles in respect of the presence of ungrouped Members is set out in the body of the report.

6.3 Appointments to the TVFCS Joint Committee are exempt the political balance rules under section 15 of the Local Government and Housing Act 1989 as it is a joint committee appointed by two or more authorities under section 102 of the Local Government Act 1972 but to which the Authority appoints fewer than three members.

6.4 The Authority is required to make appointments to committees and outside bodies in accordance with the wishes of the respective Political Groups.

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 There are no equality and diversity implications.

8. RISK IMPLICATIONS

8.1 There are no risk management implications.

9. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 Not applicable.

10. PRINCIPAL CONSULTATION

10.1 Chief Fire Officer

The Chief Fire Officer was consulted during the preparation of this report.

10.2 Chief Finance Officer

The Chief Finance Officer was consulted during the preparation of this report.

10.3 Monitoring Officer

Report sponsor.

11. BACKGROUND PAPERS

11.1 RBFA Scheme of Allowance – February 2023.

12. APPENDICES

12.1 Member Role Descriptions (Appendix A).

13. CONTACT DETAILS

13.1 Fayth Rowe (Democratic Support Lead) 0118 938 4611

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ROYAL BERKSHIRE FIRE AUTHORITY

Member Role Description

October 2022



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Appendix A

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
- Chair and Vice-Chair of the Fire Authority
- Chair and Vice-Chair 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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Appendix A

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

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4 Allowance

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

FIRE AUTHORITY CHAIR (AND VICE-CHAIR) ROLE DESCRIPTION

5 Chair - Role and Purpose of Activity

5.1 The Fire Authority Chair 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.)

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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-Chair

5.5 To fulfil the duties of the Chair in his/her absence

- To assist the Chair 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 Chair and Vice-Chair of Royal Berkshire Fire Authority are entitled to receive a Special Responsibility Allowance in line with Member Scheme of Allowance.

CHAIR AND VICE CHAIR OF A COMMITTEE

6. Committee Chair

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-Chair

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

6.5 Allowance

6.5.1 The Chair 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, Fleet and Equipment and Head of Capital Projects, Property and Estates. 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 the last Fire Authority meeting of the Municipal Year.
- To publish an annual report on work undertaken for consideration by the Fire Authority.
- 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 directed via Communication and Engagement Team.

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7.3 Allowance

- 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

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 conferences related to their area of business on behalf of 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 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.

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ROLE OF HONORARY MEMBER CHAMPION

9 Armed Forces Honorary Member 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 Chair 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

OCTOBER 2022 Approved by the Fire Authority on 4 October 2022 - document amended to gender neutral roles approved by the Fire Authority on 19 December 2022.

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- 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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Appendix A

ROYAL BERKSHIRE FIRE AUTHORITY REPORT



COMMITTEE	FIRE AUTHORITY
DATE OF MEETING	8 JUNE 2023
SUBJECT	ANNUAL PLAN 2023/24
LEAD OFFICER	PAUL BREMBLE, HEAD OF CORPORATE SERVICES
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	FOR DECISION

1. EXECUTIVE SUMMARY

- 1.1 The Annual Plan will provide direction for the organisation for the next year within the context of the Corporate Plan and Community Risk Management Plan (CRMP) 2023-27. It will define the scope of the organisation's activities in terms of what it will and will not do. It will match the activities of the organisation to the environment in which it operates so that it maximises opportunities and minimises threats, and will synchronise the organisation's activities to its resource capacity.

2. RECOMMENDATION

- 2.1 **APPROVE** the Annual Plan 2023/24 for publication

3. REPORT

- 3.1 This Plan reflects the Fire Authority's new Strategic Commitments as set out in the Corporate Plan and Community Risk Management Plan (CRMP), by highlighting the areas of focus for the first year of the 2023-27 period and stating the measures of success and setting associated targets to achieve them. It will be available on the intranet to provide a single access point for all

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staff to assist with planning and decision-making. In addition, it will be published on the RBFRS website for the public.

- 3.2. The Plan is linked to our Local Safety Plans and the contents are reflected in our performance management and quarterly reporting processes.
- 3.3. The component parts of the Annual Plan are:
 - 3.3.1. Annual Objectives 2023/24
 - 3.3.2. Delivery of the Annual Objectives
 - 3.3.3. Corporate Measures
 - 3.3.4. Priority Programmes
 - 3.3.5. Risk Management and Assurance
- 3.4. The draft Annual Plan is usually considered by the Audit and Governance Committee prior to being recommended to the Fire Authority for approval. However this year, the finalisation of the Corporate Plan and CRMP has delayed production of the draft Plan. To expedite approval and publication, the Plan is now presented directly to the Fire Authority.
- 3.5. The Plan includes nine Annual Objectives for the 2023-24 year. The first six of these reflect the Strategic Commitments agreed in the Corporate Plan and CRMP. There are a further three objectives added to include areas relating to how we deliver our service.
- 3.6. The Annual Plan proposes some changes to our Corporate Measure targets this year. These changes are the result of our maturing understanding of risk in our communities and evaluation of our current practice. The main changes are:
 - 3.6.1. We have refined the calculation of our targets that relate to incidents and casualties to link these to historic trends.
 - 3.6.2. We have amended our targets for our measures of the percentages of Safe and Well Referrals completed in timescale, to reflect the complexity and circumstances of these cases. We have set the targets for this year in the context of a four-year incremental approach for the Corporate Plan and CRMP period. The four year target for these measures can be found in the measure definition annex to the Plan.
 - 3.6.3. We have amended the target availability for our on-call crews from 60% to 50%, to ensure this is achievable in the current circumstances.
 - 3.6.4. We have amended our target for percentage of working time lost to sickness from 4% to 5%, reflecting changing societal patterns of sickness.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1. The Annual Plan supports the delivery of all six Strategic Commitments, by setting a clear plan for the year.
- 4.2. Prevention: We will reduce the risk to our communities through our partnership duties and prevention education activities, ensuring that our services are accessible to all.
- 4.3. Protection: We will support those with responsibility for premises to understand their duties in ensuring the safety of all people using buildings covered by the Building Safety Act 2022 and Regulatory Reform (Fire Safety) Order 2005, whilst ensuring that our services are accessible to all.
- 4.4. Response: We will ensure that our people are trained and resources are located to provide the most effective response and to have a positive impact on incidents in our communities.
- 4.5. Resilience: We will ensure we are resilient and work with our partners to promote and build resilience in the communities we serve.
- 4.6. Sustainability: We will ensure that we provide a financially sustainable and environmentally friendly service to our communities.
- 4.7. People: We will support our staff by providing a safe and inclusive environment for them to thrive in, building a diverse organisation that is engaged with, and accessible to, our communities.

5. FINANCIAL IMPLICATIONS

- 5.1 The Annual Plan is set with reference to the financial strategy.

6. LEGAL IMPLICATIONS

- 6.1 There are no legal implications arising from this plan.

7. EQUALITY AND DIVERSITY IMPLICATIONS

- 7.1 There are no direct impacts from the Annual Plan. The Plan includes objectives relating to our Equality and Diversity strategy.

8. RISK IMPLICATIONS

- 8.1 There are no direct impacts from the Annual Plan.

9. CONSISTENCY WITH DUTY TO COLLABORATE

- 9.1 The Annual Plan includes objectives relating to Collaboration.

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10. PRINCIPAL CONSULTATION

- 10.1 The Senior Leadership Team, Chief Fire Officer and Chief Finance Officer have been consulted in the preparation of this report.

11. BACKGROUND PAPERS

- 11.1 Corporate Plan and Community Risk Management Plan 2023-27

12. APPENDICES

- 12.1 Appendix A – Annual Plan 2023-24

13. CONTACT DETAILS

Becca Chapman
Data, Performance and Risk Manager
07585 991629



Royal Berkshire Fire and Rescue Service Annual Plan

2023-2024



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Introduction

Royal Berkshire Fire and Rescue Service (RBFRS) provides Prevention, Protection and Response services across the County of Berkshire. There are 16 fire stations across the County of Berkshire, ranging from Langley and Slough in the East to Lambourn and Hungerford in the West. They serve a diverse population of just under 950,000, 24 hours a day, 365 days a year.

Our highly trained fire crews respond to incidents ranging from road and rail accidents to fuel and chemical spills, aviation and waterway accidents, collapsed buildings, large animal rescues and, of course, fires.

The role of RBFRS within local communities is evolving. As well as responding to incidents, RBFRS provides a wide range of services including safety and Protection advice to our residents and businesses. We work alongside teams in the six unitary authorities of Berkshire, as well as, Thames Valley Police, South Central Ambulance Service (SCAS), Public Health, and other public service providers in Berkshire. In doing so, RBFRS is helping to reduce community risk and contribute to the overall safety of the communities we serve, whilst still providing a value-for-money service to the local taxpayer.

In May 2023, Royal Berkshire Fire Authority published the Corporate Plan and Community Risk Management Plan (CRMP) 2023-2027 which sets out how RBFRS will deliver achieve the Fire Authority's six Strategic Commitments and manage risk in our communities.

This Annual Plan is the first in this new Corporate Plan and CRMP period and sets out our Annual Objectives for 2023-24. It includes specific areas of focus for the year ahead to ensure delivery of an efficient and effective service to the people of Royal Berkshire.



Annual Objectives 2023-2024

In order to achieve the Strategic Commitments, we have made to the people of Royal Berkshire, we have set the following nine Annual Objectives for 2023-2024, and highlighted areas of focus in achieving these Objectives. This is further supported by our Corporate Measures (outlined on page 9) which are directly aligned to the Annual Objectives and our core duties and responsibilities.

- 1. Prevention: We will reduce the risk to our communities through our partnership duties and prevention education activities, ensuring that our services are accessible to all.**
 - a. Continue to deliver Safe and Well Visits for the vulnerable in Berkshire in line with our Prevention Strategy.
 - b. Align our Prevention activity to risk, including ensuring appropriate Prevention action is taken following incidents, to prevent recurrence.
 - c. Deliver an effective fire, road and water safety education programme, aligned to the National Fire Chiefs Council guidance.
 - d. Evaluate Prevention activities to understand outcomes and continually improve our services.
- 2. Protection: We will support those with responsibility for premises to understand their duties in ensuring the safety of all people using buildings covered by the Building Safety Act 2022 and Regulatory Reform (Fire Safety) Order 2005, whilst ensuring that our services are accessible to all.**
 - a. Evaluate our new Risk-Based Inspection Programme and continue to refine our understanding of risk to focus on the riskiest buildings.
 - b. Prepare for the introduction of the new Building Safety Regulator through engaging with and contributing to national planning.
 - c. Continue to address the burden of false alarms on the service.
- 3. Response: We will ensure that our people are trained and resources are located to provide the most effective response and to have a positive impact on incidents in our communities.**
 - a. Develop our response model including implementing our CRMP priority to integrate on-call and wholtime availability in the management of our resources.
 - b. To undertake a review of the utilisation and resilience of our Flexi Duty Officer arrangements.



- c. Maximise use of operational effectiveness through the use of technology by upgrading our MDTs and enhancing our Command Support software.
 - d. Implement the provision of specialist water rescue capability (Module 3) at Slough.
- 4. Resilience: We will ensure we are resilient and work with our partners to promote and build resilience in the communities we serve.**
- a. Understand and plan for changes in the risk in our communities resulting from climate change and reflect this in our Prevention and Response activity.
 - b. Review and improve our own IT disaster recovery arrangements to ensure we utilise all resources available to continue delivering vital services to our communities.
 - c. Improve our cyber resilience in response to increased threat levels in support of developing a robust organisational security policy.
- 5. Sustainability: We will ensure that we provide a financially sustainable and environmentally friendly service to our communities.**
- a. Align our technology roadmap to better reflect changes in the landscape, support a diverse workforce and improve productivity.
 - b. Deliver the 2023/24 requirements of the Strategic Asset Investment Framework.
 - c. Deliver the 2023/24 requirements of the Efficiency Plan.
 - d. Develop an Environmental Sustainability Action Plan.
 - e. Continue to influence and encourage greater flexibility to secure sustainable funding over the medium term to ensure our Service effectively meets local risk.
- 6. People: We will support our staff by providing a safe and inclusive environment for them to thrive in, building a diverse organisation that is engaged with, and accessible to, our communities.**
- a. Invest in our estate to improve the equality of facilities.
 - b. Ensure workforce planning leads to the right people, in the right positions, with the skills required, including considering how to identify and manage potential.
 - c. Implement a revised policy and new ways of working for the control and monitoring of fireground contaminants.
 - d. Continue to work to manage sickness absence and attendance.
 - e. We will introduce new safeguarding arrangements to comply with legislation changes.



- 7. Culture: We will continue to develop our One Team culture, to ensure it is visible both within and outside the service to inspire trust, confidence and pride amongst our staff and within our communities.**
 - a. Following the recent cultural reviews across the fire and rescue sector, we will embark on an RBFRS Development Programme to strengthen our One Team approach.
 - b. Launch our new purpose and Vision in support of the delivery of the Corporate Plan, CRMP and RBFRS Development Programme.
 - c. Deliver the 2023/24 requirements of the Equality, Diversity and Inclusion (EDI) Objectives and Action Plan.

- 8. Capability: We will continue to manage RBFRS in accordance with best practice and national professional standards and we will continuously improve, learning from events and holding ourselves to account.**
 - a. Proactively engage with and respond to relevant and emerging policy, legislation and regulation, and monitor this through the Corporate Risk Register.
 - b. Continue to engage with the development and implementation of professional Fire Standards for fire and rescue services in England and ensure approved Standards are prioritised.
 - c. Embed our approach to evaluating our work, ensuring our services are evidence-based.
 - d. Review and develop our internal Tier 1 and Tier 2 Accidental Fire Investigation capabilities.
 - e. Commence a review of the productivity and effectiveness of our workforce.

- 9. Collaboration: We will explore collaboration opportunities to ensure we deliver effective and efficient services to the people we serve.**
 - a. Continue to support the Thames Valley Forensic Fire Scene Investigation Unit (TVFFSIU) towards ISO17020 accreditation.
 - b. Work with other specified authorities to meet the requirements of the Serious Violence Duty under the Police, Crime, Sentencing and Courts Act 2022.
 - c. We will work with our blue light partners to understand how the recommendations from the Manchester Arena Inquiry can drive improvement in the Thames Valley.
 - d. We will deliver operational alignment and improved ways of working, including the use of technology, in how Thames Valley Fire and Rescue Services deliver Incident Command Support.



Delivery of the Annual Objectives

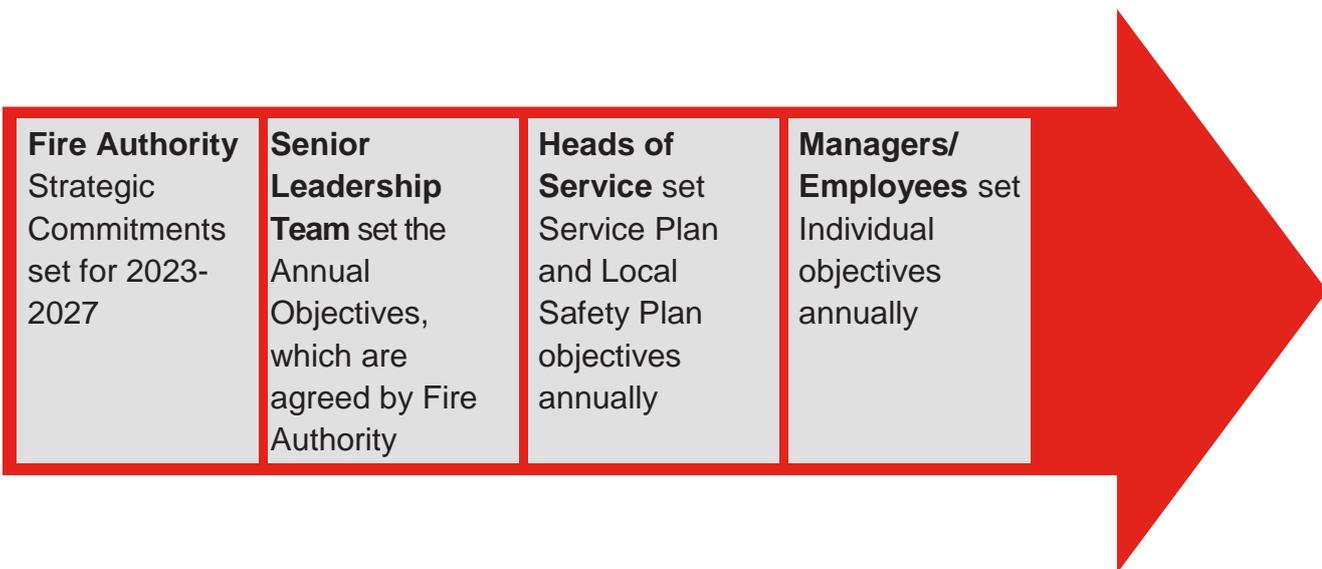
Our Annual Objectives will be delivered through Service Plans. Projects will also be overseen by the Programme Board.

Service Plans

Heads of Service produce an annual Service Plan to assist in the management of day-to-day business. Service Plans include both business as usual and project activity and help to predict the resource levels, both for individual activities, and for the Service as a whole. The delivery of Service Plans is further supported by individual employee objectives which are agreed with every member of staff and set out how each member of staff will help towards achieving the organisational goals.

Local Safety Plans

We serve our communities through three Service Delivery Hubs, aligned to Unitary Authorities to strengthen local partnership working. The Hubs include integrated Prevention, Protection and Response teams. This model allows our staff to develop their understanding of risk at a local level and ensure resources are targeted accordingly. Each Unitary Authority area has a dedicated annual Local Safety Plan, which sets out localised risk and how resources will be targeted to meet that risk.





Programme Board

Our priority projects are overseen by the Programme Board. The primary focus of the Programme Board in 2023-2024 will be to oversee the delivery of projects of strategic importance including, but not limited to, the [CRMP](#) and RBFRS Development Programme.

Performance Management

Ongoing analysis of performance data supports decision-making across the organisation. Management teams review and monitor data and information regularly. The Strategic Performance Board monitors performance in all four quadrants (as set out below) on a quarterly basis. A quarterly Strategic Performance Report is then reviewed by the Senior Leadership Team and scrutinised by the Audit and Governance Committee.

Reporting is structured into four quadrants





Corporate Measures

Service Provision

Service Provision monitors the service we provide to the public. Performance is monitored in relation to attendance at incidents, types of incidents, Prevention activities and fire safety in commercial buildings.

	Measure	2022/23 Target	2023/24 Target
1	Number of fire deaths	0	0
2	Number of non-fatal fire casualties	75 max	34 max
3	Number of deliberate primary fires	Reduce	135 max
4	Number of deliberate secondary fires	Reduce	244 max
Prevention			
5	Increase the number of Referrals for Safe and Well Visits received from our partners	10%	10%
6	Percentage of Safe and Well referrals, where there has been a threat or incidence of arson, completed within 48 hours	100%	100%
7	Percentage of Very High Risk Safe and Well Referrals completed within 72 hours	90%	35%
8	Percentage of High Risk Safe and Well Referrals completed within 14 days	90%	50%
Protection			
9	Proportion of Fire Safety Audits conducted against premises identified as High or Very High Risk in our Risk-Based Inspection Programme	monitor	monitor



10	Percentage of Fire Safety Audits with a 'Broadly Compliant' result	60% max	60% max
11	Percentage success when cases go to court	80%	80%
12	Percentage of statutory fire consultations completed within the required timeframes	95%	95%
Response			
13	Percentage of occasions where the first fire engine arrives at an emergency incident within 10 minutes from time the emergency call was answered	75%	75%
14	Percentage of wholetime frontline pumping appliance availability	99%	99%
15	Percentage of hours where there is adequate crewing on on-call frontline pumping appliances (based on 24/7 crewing)	60%	50%
Resilience			
16	Percentage of visits to Very High, High and Medium Operational Risk sites completed in timescale	monitor	100%
17	Number of Service Delivery Hub exercises completed	12	12
Efficiency			
18	Percentage of Automatic Fire Alarm calls where RBFRS did not attend	30% (min)	30% (min)
Customer Experience			
19	Percentage of respondents experiencing a domestic fire satisfied with the service received	100%	100%
20	Percentage of respondents experiencing a commercial fire satisfied with the service received	95%	95%



21	Percentage of respondents satisfied with the Fire Safety Audit service they received	90%	90%
22	Percentage of respondents satisfied with the Safe and Well service received	100%	100%
23	Number of complaints received	Monitor	Monitor
24	Number of compliments received	Monitor	Monitor



Corporate Health

The Corporate Health quadrant monitors the wellbeing of the organisation. Performance is monitored in relation to staffing levels, health and safety and finances within RBFRS, to ensure the organisation is being run safely, efficiently and is cost effective.

	Measure	2022-23 Target	2023-24 Target
Human Resources and Learning & Development			
25	Percentage of working time lost to sickness across all staff groups	4%	5%
26	Percentage of eligible staff with Personal Development Reviews	100%	100%
27	Number of formal grievances	Monitor	Monitor
Health and Safety			
28	Number of RIDDOR accidents and diseases	Max 4	Max 4
Finance and Procurement			
29	Percentage of spend subject to competition	85%	85%
30	Compliant spend as a percentage of overall spend	100%	100%
Freedom of Information			
31	Number of Information Commissioner assessments finding that the Service has breached Information Rights Legislation (Freedom of Information Act, Environmental Regulations or Data Protection Legislation)	0	0

Definitions of measures are available in Appendix A.



Priority Programmes – Key Deliverables

Community Risk Management Planning

RBFA is required to produce a CRMP as set out in the Fire and Rescue National Framework for England. The CRMP must consider all foreseeable fire and rescue related risks that could affect our communities. In early 2023, we publicly consulted on and published a CRMP for 2023-27.

In 2023/24, our key CRMP deliverables will include:

Priority 1: We will develop our Integrated Service Delivery Strategy to meet the changing profile of risk in Berkshire due to climate change, societal and technological shifts.

- We will build on our horizon scan and evidence base developed for our CRMP to improve our understanding of changing climate, societal and technological risks.
- We will develop our water rescue capability to respond to the impact of climate change.
- We will develop our wildfire capability to respond to the impact of climate change.

Priority 2: We will develop a Risk Based Prevention Programme, in collaboration with partner agencies, to target those most vulnerable and at risk from emergency incidents

- We will use our evidence base to identify who is at most risk in our communities, to ensure our resourcing is targeted in the most effective and efficient way.
- We will continue to work with our partner agencies to ensure high quality referrals for the most vulnerable.



Priority 3: We will develop our response model to ensure that we are providing the most effective response to incidents within Berkshire, ensuring that it is aligned to the risks identified, sustainable and provides value for money.

- In preparation for a project commencing in 2024/25 to improve our response to incidents, we will use our CRMP evidence base and our annual review of risk to assess our response model to determine the areas that will form part of this project.
- Undertake a review of the utilisation and resilience of our Flexi Duty Officer arrangements.

Priority 4: We will review the incidents that do not form part of our core statutory responsibilities, to better understand the implications for the service in attending these incidents. Notwithstanding the review of our Response and the gathering of this data, public safety will remain the primary priority of the Service.

- We will assess the volume and costs of responding to incidents which do not currently form part of our core statutory responsibilities. Public safety will remain our priority and this information will be used to support the implementation of “Fit for the Future”, the NFCC and sector ambitions for the future of the fire and rescue service over the next five years.

Priority 5: We will develop our Fire Protection service to support the resilience of businesses, to ensure the safety of all people using buildings covered by the Fire Safety Act 2021, Building Safety Act 2022, and Regulatory Reform (Fire Safety) Order 2005 to ensure that our enforcement role is effective and clear.

- We will evaluate our new Risk-Based Inspection Programme to ensure we are targeting the premises with the greatest risk.
- We will evaluate the changes we have made to our call challenge policy and review our response.

Priority 6: We will maintain 19 frontline fire appliances, and a baseline service provision of 14 frontline fire appliances, utilising our wholetime and on-call staff as effectively as possible, through local management.

- Develop our service delivery policies to integrate our wholetime and on call availability to achieve our baseline service provision of 14 frontline appliances, making dynamic and intelligence-based decisions to maximise cover and our response standard. We will monitor and evaluate these processes.



RBFRS Development Programme

In 2023/24, we will establish an RBFRS Development Programme to strengthen our One Team approach. The Programme will incorporate our People Strategy and our response to the recent cultural reviews across the Fire and Rescue sector and the resulting national recommendations.

This work will be managed through our Programme Board to ensure robust management and transparent reporting on progress.



Risk and Assurance

Corporate Risk Register

Achievement of the objectives set is influenced by a number of internal and external factors, which in turn create a level of uncertainty and risk. RBFRS has developed a comprehensive Organisational Risk Management Policy, along with a framework for monitoring and managing risks and uncertainties to ensure that organisational objectives can be achieved.

Each risk, including one-off project risks, is scored on a Matrix (1-25) and recorded on the Risk Register. All strategic risks, and any project or service plan risks with a current score of 17 or above, are escalated to the Corporate Risk Register, monitored monthly by the Senior Leadership Team and reported to the Audit and Governance Committee on a quarterly basis. One or more treatments will be identified to minimise the likelihood or impact of the risk and the risk will be reviewed regularly to monitor progress.

The Organisational Risk Management Policy does not address health and safety risk or community risk. These are addressed separately through both occupational health and safety management and the CRMP Programme. Further detail and information on the CRMP process can be found in the [Corporate Plan and IRMP 2023-2027](#). A summary of the Corporate Risk Register is available in the quarterly Strategic Performance Report and updated on a quarterly basis at rbfrs.co.uk.



Audit Plan

Audits are an important part of providing the Fire Authority and the public with the assurance that the Service is run properly and in ways that have been agreed by our Officers and Members. They demonstrate that the business is conducted in accordance with relevant legislation, Government expectations, good practice and organisational policy. The audits contribute towards the annual Statement of Assurance.

Our Internal Annual Audit Plan is developed in collaboration with our auditors, RSM, and approved by the Audit and Governance Committee at the start of the year. Each audit is linked to a risk on our Corporate Risk Register. The audits agreed for 2023-2024 are:

- Corporate Risk Management Plan
- Payroll Provider - Dataplan
- Risk Management and Governance
- Key Financial Controls
- Cyber Essentials
- Sickness Absence Management
- Information Governance/GDPR
- Firefighter Pension Administration (WYPF)

Statement of Assurance

The RBFRS annual [Statement of Assurance](#) is available on the RBFRS website. The Statement is produced on an annual basis to formally confirm to Government, stakeholders and the communities we serve that there are adequate arrangements for the effective management of financial, governance and operational matters in RBFRS. The Statement confirms the extent to which the requirements of the [Fire and Rescue National Framework for England](#) have been met. This includes information about our assurance arrangements regarding Prevention, Protection and Response and how we ensure local and national resilience.



His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS)

Independent assurance is provided by His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) across the three pillars of 'effectiveness', 'efficiency' and 'people'. In June 2019, the first inspection report for Royal Berkshire Fire and Rescue Service (RBFRS) was issued in which it said the Service was performing to a high standard in these areas and was graded as 'good' in all three pillars. HMICFRS inspected RBFRS for a second time during 2022 with the final report published in January 2023. RBFRS was again graded as 'good' in all three pillars. Progress on the areas for improvements identified by HMICFRS have been incorporated into our plans and we continue to work to deliver the necessary changes. Progress on these are reported through our Strategic Performance Board. The [inspection report for RBFRS](#) can be found online. For more information on the inspection of Fire and Rescue Services, please visit the HMICFRS [website](#).



Appendix A: Measure Definitions

Service Provision

	Measure	2023/24 Target	Definition/ Rationale
1	Number of fire deaths	0	The number of deaths that occur as the result of a fire, even when the death occurs weeks or months later.
2	Number of non-fatal fire casualties	34 max	The number of non-fatal casualties requiring hospital treatment that occur as a result of a fire. The target is a 10% reduction on the five-year average.
3	Number of deliberate primary fires	135 max	The total number of primary fires that have been started deliberately. The target is a 5% reduction on the five-year average.
4	Number of deliberate secondary fires	244 max	The total number of secondary fires that have been started deliberately. The target is a 5% reduction on the five-year average.
Prevention			
5	Increase the number of Referrals for Safe and Well Visits received from our partners	10%	We receive referrals from other agencies for individuals at risk from fire in their homes. These referrals are a high-quality source of information about those at risk in our communities.
6	Percentage of Safe and Well referrals, where there has been a threat or incidence of arson, completed within 48 hours	100%	Safe and Well Referrals are risk assessed, with each category of risk having an expected timescale for completion. Cases where there is a threat of arson are the highest risk.
7	Percentage of Very High-Risk Safe and Well Referrals completed within 72 hours	35%	Safe and Well Referrals are risk assessed, with each category of risk having an expected timescale for



			<p>completion. Very High-Risk referrals have a timescale of 72 hours.</p> <p>Over the duration of the CRMP period (2023 to 2027) we aim to bring the proportion completed in timescale up to 50%</p>
8	Percentage of High Risk Safe and Well Referrals completed within 14 days	50%	<p>Safe and Well Referrals are risk assessed, with each category of risk having an expected timescale for completion. High-Risk referrals have a timescale time of 14 days.</p> <p>Over the duration of the CRMP period (2023 to 2027) we aim to bring the proportion completed in timescale up to 70%</p>
Protection			
9	Proportion of Fire Safety Audits conducted against premises identified as High or Very High-Risk in our Risk-Based Inspection Programme	monitor	<p>A Fire Safety Audit is carried out to enforce the Regulatory Reform Order (RRO) 2005. Our Risk-Based Inspection Programme targets the riskiest premises in the county for inspection. Fire Safety Audits can also result from complaints or can be carried out after an incident or for training purposes. This measure allows us to monitor how our resources are being targeted at risk.</p>
10	Percentage of Fire Safety Audits with a 'Broadly Compliant' result	60% max	<p>The percentage of completed Fire Safety Audits carried out in commercial premises, where the result was 'Broadly Compliant' (satisfactory) and no further action or follow-up was required. If we are successfully targeting our resources at the riskiest properties, we would expect to see a high percentage that are not 'Broadly Compliant'.</p>
11	Percentage success when cases go to court	80%	<p>RBFRS prosecute serious cases following Fire Safety Audits. A successful outcome at court is a finding or admission of guilt.</p>



12	Percentage of statutory fire consultations completed within the required timeframes	95%	Statutory fire consultations have a legally defined timeframe in which they must be completed. Types of consultation include licensing and building regulations.
Response			
13	Percentage of occasions where the first fire engine arrives at an emergency incident within 10 minutes from time the emergency call was answered	75%	This is our Response Standard and looks at the time taken from when the Fire Control Room Operator answers the phone until the time the first fire engine (appliance) arrives at the scene of the incident. We aim to attend 75% of emergency incidents in under 10 minutes.
14	Percentage of wholetime frontline pumping appliance availability	99%	This measure shows the percentage of time that our wholetime pumping appliances are available for mobilisation. Reasons for unavailability include mechanical defects and crewing.
15	Percentage of hours where there is adequate crewing on on-call frontline pumping appliances (based on 24/7 crewing)	50%	This is the percentage of hours where there are sufficient qualified firefighters on on-call pumping appliances (fire engines) to enable the appliance to be available. On-call fighters are ready to leave their place of work or home and attend emergencies from the local on-call station.
Resilience			
16	Percentage of visits to Very High, High and Medium Operational Risk sites completed in timescale	100%	Operational Risk sites are those locations with particular characteristics (e.g. use, location) that pose a specific or unusual risk to our firefighters and the surrounding communities. Regular familiarisation visits by crews and support staff are required to ensure understanding of the risk is up to date.
17	Number of Service Delivery Hub exercises completed	12	Service Delivery Hub-level operational exercises are an important part of



			ensuring RBFRS is prepared for incidents that might occur through testing our planning assumptions, guidance and site-specific response plans.
Efficiency			
18	Percentage of Automatic Fire Alarm calls where RBFRS did not attend	30% (min)	In some circumstances we are able to seek confirmation before attending an Automatic Fire Alarm Call, enabling us to be more efficient.
Customer Experience			
19	Percentage of respondents experiencing a domestic fire satisfied with the service received	100%	A customer feedback questionnaire is sent to those who have experienced a dwelling fire asking about their satisfaction and experience with the service they received from RBFRS.
20	Percentage of respondents experiencing a commercial fire satisfied with the service received	95%	A customer feedback questionnaire is sent to business owners/ managers who have experienced a fire in their commercial premises asking about their satisfaction and experience with the service they received from RBFRS.
21	Percentage of respondents satisfied with the Fire Safety Audit service they received	90%	A customer feedback questionnaire is sent to business owners/ managers who have had a full fire safety audit, asking about their satisfaction and experience with the service they received from RBFRS.
22	Percentage of respondents satisfied with the Safe and Well service received	100%	A customer feedback questionnaire is sent to a sample of individuals who have received a Safe and Well Visit and asks about their satisfaction and experience with the service they received from RBFRS.
23	Number of complaints received	Monitor	The number of complaints made to RBFRS about any aspect of our service or staff.



24	Number of compliments received	Monitor	The number of compliments received by RBFRS about any aspect of our service or staff.
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Corporate Health

	Measure	2023-24 Target	Definition/ Rationale
Human Resources and Learning & Development			
25	Percentage of working time lost to sickness across all staff groups	5%	This measure looks at sickness across the whole organisation and the percentage of time lost, based on the number of working hours available to the organisation.
26	Percentage of eligible staff with Personal Development Reviews	100%	This measure reflects the percentage of eligible employees who have had a Personal Development Review meeting. Eligible staff are those who have completed their initial probation period, before the end of the PDR period and who have not been absent for over 50% of the reporting period. Employees moving within the Organisation to new roles on trial or probation periods will still be eligible for a PDR.
27	Number of formal grievances	Monitor	The number of formal grievances raised by staff under the Grievance, Bullying and Harrassment Policy.
Health and Safety			
28	Number of RIDDOR accidents and diseases	Max 4	RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) are more serious injury accidents and diseases.
Finance and Procurement			
29	Percentage of spend subject to competition	85%	This measure looks at all items of expenditure over £10k as RBFA must



			obtain quotes or tenders for all these purchases. This excludes statutory payments such as local authority charges or HMRC.
30	Compliant spend as a percentage of overall spend	100%	This measure calculates the supplier spend that is in a compliant contract as a percentage of the total spend to external bodies and suppliers (as per RBFA contract regulations).
Freedom of Information			
31	Number of Information Commissioner assessments finding that the Service has breached Information Rights Legislation (Freedom of Information Act, Environmental Regulations or Data Protection Legislation)	0	RBFRS are required to conform to Data Protection and Freedom of Information legislation. The Information Commissioner is responsible for determining compliance and issuing advice or penalties. This measure includes only incidents where there is a finding of a breach (not complaints which are subsequently dismissed).

ROYAL BERKSHIRE
FIRE AND RESCUE SERVICE

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ROYAL BERKSHIRE FIRE AUTHORITY REPORT

COMMITTEE	FIRE AUTHORITY
DATE OF MEETING	8 JUNE 2023
SUBJECT	RBFA LOCAL GOVERNMENT PENSION SCHEME REGULATIONS 2013 STATEMENTS OF POLICY ABOUT EXERCISE OF DISCRETIONARY FUNCTIONS
LEAD OFFICER	BECCI JEFFERIES, HEAD OF HUMAN RESOURCES AND LEARNING AND DEVELOPMENT
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	FOR DECISION

1. **EXECUTIVE SUMMARY**

- 1.1 In November 2021 The Pensions Ombudsman partially upheld a case (determination PO-25374), concerning itself with the abatement of a retired firefighter's pension on re-employment. The Ombudsman determined that the application of a blanket policy could be potentially unfair and the fire and rescue authority did not follow a reasonable process when exercising the discretion under the applicable rule and making the decision to abate the pension.
- 1.2 On 19 December 2022 the Fire Authority approved the amendments to the Firefighters' Pension Scheme discretions on the basis of the Ombudsman's determinations. This paper provides detail of the review of the Local Government Pension Scheme discretions on the same basis and the Fire Authority's approval of the revised discretions is sought.

2. **RECOMMENDATION**

That the Fire Authority:

- 2.1 **APPROVE** the revised Local Government Pension Scheme Regulations 2013 Statements of Policy about Exercise of Discretionary Functions; and

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- 2.2 **AGREE** that the review of discretions is amended to reflect revisions periodically as required and not annually.

REPORT

- 3.1 In November 2021 The Pensions Ombudsman (TPO) partly upheld a complaint about abatement (see determination PO-25374 https://www.pensions-ombudsman.org.uk/sites/default/files/decisions/PO-25374_0.pdf). The report presented to the Fire Authority on 19 December 2022 provided background information and reviewed Firefighters' Pension Scheme discretions for the Firefighters' Pension Schemes 1992, 2006 and 2015 schemes.
- 3.2 A blanket application of a policy position can be potentially unfair and as such cases should be considered on their merit. To support effective management and governance, officers have reviewed the pension discretions across the Local Government Pension Scheme (LGPS) in line with The Pensions Ombudsman determination.
- 3.3 Guidance provided by The Royal County of Berkshire Pension Fund has been considered in review of the LGPS discretions.
- 3.4 Appendix A provides a tracked change policy document, which includes changes to additional pension limit rates. There is no legal specification under the LGPS regulations as to how often a review of the discretions policy statement is made, therefore it is proposed that aside from the change in rates, reviews should be considered on a periodic basis as required as opposed to annually.

Discretion amendments

- 3.5 Regulation 16 (Additional Pension Contributions) refers to the Additional Pension Contributions (APCs) which a member of the Scheme can elect to pay under certain circumstances. Regulation 16 states that where APCs are to be paid on a regular or lump sum basis there is a discretion that they may be funded in whole or in part by the member's scheme employer i.e. at a reduced cost or no cost to the employer.
- 3.6 Regulation 31 (Award of Additional Pension) gives a Scheme employer who has an active member of the Scheme, or a member who was active but dismissed by reason of redundancy or business efficiency, additional pension at the Scheme employer discretion, up to the value of the additional pension limit as detailed in Regulation 16.
- 3.7 Regulation 17 (1) (Additional Voluntary Contributions) refers to where a Scheme employer may wish to contribute on behalf of its employees to a Shared Cost Additional Voluntary Contribution Scheme (SCAVC). A SCAVC enables both the Scheme employer and member to save on National Insurance contributions (NICs), in addition to the tax savings already available to the member. Whilst not a policy decision in this regard, for clarity to employees it has been included in the discretions statement. There is a discretion for the Scheme employer to contribute to the employee's scheme

in exceptional circumstances when benefit to the Scheme employer is justified.

- 3.8 Regulation 100(6) (Inward Transfers of Pension Rights) is with regards to the 12 month deadline period for transfer applications, and has been reviewed to include situations where the deadline might be extended in exceptional circumstances.
- 3.9 Amending these discretions will give flexibility in exceptional circumstances and act in accordance with the Ombudsman's determination. Scheme employers will need to be fully aware of the cost implications in awarding members additional or added pension, and will be on individual merit case by case. Subject to that, however, discretions could be useful management tools when used as a recruitment or retention incentive, used as a reward system, or to compensate a member who is leaving the Service due to redundancy or dismissal due to business efficiency. In all applications under any discretion, the financial impact would be fully considered.
- 3.10 As the FRA as Scheme employer has responsibility for both administering and managing the scheme, the revised discretions are presented to the Fire Authority for approval.
- 3.11 Subject to agreement by the Fire Authority, officers will ensure that administrative processes are established to manage and record decisions related to the exercise of these discretions.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 Sustainability: We will ensure that we provide a financially sustainable and environmentally friendly service to our communities.

5. FINANCIAL IMPLICATIONS

- 5.1 There may be financial implications arising from decisions made in individual cases where a discretion is applied.
- 5.2 Failure to adequately administer and manage pension schemes can result in The Pension Regulator taking enforcement action which could include the issuing of a compliance notice, a penalty notice, fine or even prosecution.
- 5.3 The administration of a Shared Cost Additional Voluntary Contributions scheme are based on a percentage of the amount of salary sacrificed in the respective invoicing period, this will be 4.5% (plus VAT). There is a greater saving in NIC's (and apprenticeship levy) at *14.3% of salary sacrificed.
*NICs are 13.8% with 0.5% for the levy.

6. LEGAL IMPLICATIONS

- 6.1 Royal Berkshire Fire Authority is defined in law as the Scheme employer and is therefore responsible for the management and administration of the Local

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Government Pension Scheme for scheme members employed by the Royal Berkshire Fire and Rescue Service.

- 6.2 Failure to adequately administer and manage pension schemes can result in The Pension Regulator taking enforcement action which could include the issuing of a compliance notice, a penalty notice, fine or even prosecution.

7. EQUALITY, DIVERSITY AND INCLUSION IMPLICATIONS

- 7.1 The public sector equality duty requires public bodies to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010. In considering the application of a discretion RBFRS will need to evidence that regard has been given as to whether any exceptional circumstances apply.

8. RISK IMPLICATIONS

- 8.1 The amended discretions set out in the Scheme employer discretion statement appended to this report follows the Pension Ombudsman determination in PO-25374 and support consideration of cases on their merit reducing the risk of enforcement action.
- 8.2 Royal County of Berkshire Pension Fund have provided guidance in respect of the Local Government Pension Scheme discretions.

9. CONSISTENCY WITH DUTY TO COLLABORATE

- 9.1 Officers regularly meet with other fire and rescue services across the sector to prepare for and respond to changes in legislation for firefighter pension schemes, which in some cases will also impact on the Local Government Pension Scheme.

10. PRINCIPAL CONSULTATION

- 10.1 The Chief Fire Officer/ Chief Executive has been consulted on the contents of this paper.
- 10.2 The Monitoring Officer has been consulted on the contents of this paper.
- 10.3 The Chief Finance Officer has been consulted on the contents of this paper.

11. BACKGROUND PAPERS

- 11.1 The Pension Ombudsman determination: https://www.pensions-ombudsman.org.uk/sites/default/files/decisions/PO-25374_0.pdf
- 11.2 Fire Authority report 19 December 2022: [RBFA FIREFIGHTERS' PENSION SCHEME- DISCRETIONS STATEMENT](#)

12. APPENDICES

- 12.1 Appendix A – Local Government Pension Scheme Regulations 2013
Statements of Policy about Exercise of Discretionary Functions.

13. CONTACT DETAILS

- 13.1 Becci Jefferies, Head of HR and Learning and Development 07776 225975

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LOCAL GOVERNMENT PENSION SCHEME REGULATIONS 2013

STATEMENTS OF POLICY ABOUT EXERCISE OF DISCRETIONARY FUNCTIONS

SCHEME EMPLOYER DECLARATION

The Scheme employer known as Royal Berkshire Fire Authority has prepared this written statement of policy in relation to its exercise of certain discretionary functions available under the Local Government Pension Scheme Regulations 2013. The Scheme employer declares that it will keep this statement under review and publish the statement (and any amendments made thereto) in a place that is easily accessible to all of its eligible Scheme employees and that it will provide to the administering authority the most up to date version of the statement at all times.

PART A – Formulation of COMPULSORY policy in accordance with Regulation 60 of the Local Government Pension Scheme Regulations 2013

Regulation 16 – Additional Pension Contributions

The Scheme employer may resolve to fund in whole or in part any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with **Regulation 16(2)(e)**, or by way of a lump sum in accordance with **Regulation 16(4)(d)**.

The Scheme employer may enter into an APC contract with a Scheme member who is contributing to the MAIN section of the Scheme in order to purchase additional pension of not more than the additional pension limit (£7,579~~352~~ per year (2023/24~~2~~/24~~3~~ rates) subject to annual increase in line with the Pensions (Increase) Act 1971).

The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Secretary of State.

Consideration needs to be given to the circumstances under which the Scheme employer may wish to use their discretion to fund in whole or in part an employee's Additional Pension Contributions.

Scheme Employer's policy concerning the whole or part funding of an active member's additional pension contributions

Royal Berkshire Fire Authority does not consider contributions towards additional pension contributions to be essential. Royal Berkshire Fire Authority has resolved to funding an employee's APCs in exceptional circumstances and subject to the employee's difficult domestic circumstances or in circumstances where there is a financial or practical reason for doing so.

Related to Regulations 13 and 25 under previous Regulations. Resolved by the Fire Authority in 2008 and 1998.

Regulation 30(6) – Flexible Retirement

An active member who has attained the age of 55 or over and who with the agreement of their employer reduces their working hours or grade of employment may, with the further consent of their

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Appendix A

employer, elect to receive immediate payment of all or part of the retirement pension to which they would be entitled in respect of that employment as if that member were no longer an employee in local government service on the date of the reduction in hours or grade (*adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State – separate policy required under Regulation 30(8)*).

As part of the policy making decision the Scheme employer must consider whether, in addition to the benefits the member may have accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014 and all, part or none of the pension benefits they built up after 1 April 2014.

Due consideration must be given to the financial implications of allowing an employee to draw all or part of their pension benefits earlier than their normal retirement age.

Scheme Employer's policy concerning flexible retirement

Royal Berkshire Fire Authority has resolved to consider each application on its merits subject to the financial and service implications for the employer.

The Pensions and Retirement Policy sets out the position on this matter.

Covered under what was Regulation 18 in the 2013 Statement (under earlier legislation it was Regulation 35) and the policy was originally resolved by the Fire Authority in 2006).

Regulation 30(8) – Waiving of Actuarial Reduction

Where a Scheme employer's policy under regulation 30(6) (flexible retirement) is to consent to the immediate release of benefits in respect of an active member who is aged 55 or over, or where an employee retires at the age of 55 or over and voluntarily draws benefits before normal pension age under regulation 30(5), those benefits must be adjusted by an amount shown as appropriate in actuarial guidance issued by the Secretary of State (commonly referred to as actuarial reduction or early payment reduction).

A Scheme employer (or former employer as the case may be) may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.

Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction.

Scheme Employer's policy concerning the waiving of actuarial reduction

Royal Berkshire Fire Authority has resolved that a decision to waive any actuarial reduction will be considered on a case by case basis subject to the financial implications for the employer and the employee's exceptionally difficult personal and domestic circumstances.

This was covered under what was Regulation 18 in the 2013 Statement (under earlier legislation it was Regulation 35) and the policy was originally resolved by the Fire Authority in 2006.

Regulation 31 – Award of Additional Pension

A Scheme employer may resolve to award

- (a) an active member, or
- (b) a member who was an active member but dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency,

additional annual pension of, in total (including any additional pension purchased by the Scheme employer under Regulation 16), not more than the additional pension limit (£7,579 from 1st April 2023 subject to annual increase in line with the Pensions (Increase) Act 1971).

Any additional pension awarded is payable from the same date as any pension payable under other provisions of the Scheme Regulations from the account to which the additional pension is attached.

In the case of a member falling within sub-paragraph (b) above, the resolution to award additional pension must be made within 6 months of the date that the member’s employment ended.

Scheme Employer’s policy concerning the award of additional pension

Royal Berkshire Fire Authority does not consider contributions towards additional pension contributions to be essential. Royal Berkshire Fire Authority has resolved to funding an employee’s APCs in exceptional circumstances and subject to the employee’s difficult domestic circumstances or in circumstances where there is a financial or practical reason for doing so.

This Regulation is similar to what was Regulation 13 in the 2013 Statement and was originally resolved by the Fire Authority in 2008.

Local Government Pension Scheme (Transitional Provisions and Savings) Regulations 2014

Schedule 2 – paragraphs 2 and 3

Where a scheme member retires or leaves employment and elects to draw their benefits at or after the age of 55 and before the age of 60 those benefits will be actuarially reduced unless their Scheme employer agrees to meet the full or part cost of those reductions as a result of the member otherwise being protected under the 85 year rule as set out in previous Regulations.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can ‘switch on’ the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

Scheme Employer’s policy concerning the ‘switching on’ of the 85 year rule

Royal Berkshire Fire Authority has resolved that a decision to ‘switch on’ the 85 year rule will be considered on a case by case basis subject to the financial implications for the employer and the employee’s exceptionally difficult personal and domestic circumstances.

New Regulation

**PART B – Formulation of RECOMMENDED policy in accordance with the
Local Government Pension Scheme Regulations 2013**

Regulation 9(1) & (3) – Contributions

Where an active member changes employment or there is a material change which affects the member's pensionable pay during the course of a financial year, the Scheme employer may determine that a contribution rate from a different band (as set out in Regulation 9(2)) should be applied.

Where the Scheme employer makes such a determination it shall inform the member of the revised contribution rate and the date from which it is to be applied.

Scheme Employer's policy concerning the re-determination of active members' contribution bandings at any date other than 1st April

Royal Berkshire Fire Authority has resolved to make changes to employee contribution rates throughout the year from the effective date of any change in employment or material change to the rate of pensionable pay received, in addition to the required re-determination each 1st April.

This was referred to as Regulation 5 in the 2013 Statement and was originally resolved by the Fire Authority in 2008.

Regulation 17(1) – Additional Voluntary Contributions

An active member may enter into arrangements to pay additional voluntary contributions (AVCs) or to contribute to a shared cost additional voluntary contribution arrangement (SCAVCs) in respect of an employment. The arrangement must be a scheme established between the appropriate administering authority and a body approved for the purposes of the Finance Act 2004, registered in accordance with that Act and administered in accordance with the Pensions Act 2004.

The Scheme employer needs to determine whether or not it will make contributions to such an arrangement on behalf of its active members.

Scheme Employer's policy concerning payment of Shared Cost Additional Voluntary Contributions

Royal Berkshire Fire Authority operate a Shared Cost AVC scheme.

Royal Berkshire Fire Authority does not consider contributions towards additional voluntary contributions to be essential. Royal Berkshire Fire Authority has resolved to consider each application on its merits in exceptional circumstances and subject to the financial implications for the employer and where a sufficient benefit to the employer can be justified.

This was referred to as Regulation 25 in the 2013 Statement (and Regulation 67 under earlier legislation) and was originally resolved by the Fire Authority in 1998.

Regulation 22 – Merging of Deferred Member Pension Accounts with Active Member Pension Accounts

A deferred member's pension account is automatically aggregated with their active member's pension account unless the member elects within the first 12 months of the new active member's pension account being opened to retain their deferred member's pension account.

A Scheme employer can, at their discretion, extend the 12 month election period.

Scheme Employer's policy concerning merging of Deferred Member Pension Accounts with Active Member Pension Accounts

Royal Berkshire Fire Authority has resolved to allow an active member to elect not to aggregate a deferred member's pension account to an active member's pension account beyond the 12-month deadline only where there is no financial risk to the employer and it is of benefit to the member.

This relates to what was Regulation 16 in the 2013 Statement (and Regulation 32 under earlier legislation). This was originally resolved by the Fire Authority in 2006.

Regulation 100(6) – Inward Transfers of Pension Rights

A request from an active member to transfer former pension rights from a previous arrangement into the Local Government Pension Scheme as a result of their employment with a Scheme employer must be made in writing to the administering authority and the Scheme employer before the expiry of the period of 12 months beginning with the date on which the employee first became an active member in an employment (or such longer period as the Scheme employer and administering authority may allow).

Scheme Employer's policy concerning the extension of the 12 month transfer application period

Royal Berkshire Fire Authority has resolved not to extend the 12-month deadline, however may consider applications made under this Regulation in the most exceptional circumstances and if:

- **evidence indicates that the Fund had not informed the member about the transfer within the 12 month time limit, or**
- **verifiable evidence indicates that the member made an election to transfer within 12 months of joining the LGPS, but the election form was not received by the Fund.**

This was covered under what was Regulation 83 in the 2013 Statement (and Regulation 121 in earlier legislation) and was resolved by the Fire Authority in 2006.

Regulation 21(5) – Assumed Pensionable Pay

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Appendix A

A Scheme employer needs to determine whether or not to include in the calculation of assumed pensionable pay, any 'regular lump sum payment' received by a Scheme member in the 12 months preceding the date that gave rise to the need for an assumed pensionable pay figure to be calculated.

Scheme Employer's policy concerning inclusion of 'regular lump sum payments' in assumed pensionable pay calculations

Royal Berkshire Fire Authority has resolved 'Regular lump sum payments' will be included in the calculation of assumed pensionable pay.

New Regulation

Regulation 74 – Applications for Adjudication of Disagreements

Each Scheme employer must appoint a person ("the adjudicator") to consider applications from any person whose rights or liabilities under the Scheme are affected by:

- (a) a decision under regulation 72 (first instance decisions); or
- (b) any other act or omission by a Scheme employer or administering authority,

and to make a decision on such applications.

Responsibility for determinations under this first stage of the Internal Disputes Resolution Procedure (IDRP) rests with "the adjudicator" as named below by the Scheme employer:

Name: Becci Jefferies
Job Title: Head of Human Resources and Learning and Development
Full Address: Royal Berkshire Fire and Rescue Authority
Newsham Court
Pincents Kiln, Calcot
Reading
Post Code: RG31 7SD
Tel No: 0118 9384670
Email: jefferiesb@rbfrs.co.uk



Adjudicator's Signature:

Date: 08 June 2023

SCHEME EMPLOYER CONFIRMATION

It is understood that the discretions contained within this statement of policy are applicable to all eligible members of the Scheme. The Scheme rules allow for a revised statement to be issued at least one month in advance of the date that any new policy takes effect. The revised statement must be sent to

the administering authority and the employer must publish its statement as revised in a place that is accessible to all of its eligible scheme members.

The policies made above:

Have regard to the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service;

Will not be used for any ulterior motive;

Will be exercised reasonably;

Will only be used when there is a real and substantial future benefit to the employer for incurring the extra costs that may arise;

Will be duly recorded when applied.



Signed on behalf of the Scheme Employer:

Name in Block Capitals: BECCI JEFFERIES

Position: Head of Human Resources and Learning and Development

Scheme Employer's Name: ROYAL BERKSHIRE FIRE AUTHORITY

Date: 06 June 2023

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ROYAL BERKSHIRE FIRE AUTHORITY REPORT

COMMITTEE	FIRE AUTHORITY
DATE OF MEETING	8 JUNE 2023
SUBJECT	TVFCS LEAD MEMBER ANNUAL REPORT 2022/23
LEAD OFFICER	JIM POWELL, AREA MANAGER COLLABORATION AND POLICY
LEAD MEMBER	COUNCILLOR SIMON WERNER COUNCILLOR JO LOVELOCK
EXEMPT INFORMATION	NONE
ACTION	TO NOTE

1. EXECUTIVE SUMMARY

- 1.1 To provide a high level summary of Thames Valley Fire Control (TVFCS) activity during the year 2022/23.

2. RECOMMENDATION

- 2.1 That the Joint Committee **NOTE** the annual report.

3. REPORT

- 3.1 An annual report is produced each year by RBFA members who form part of the Thames Valley Fire Control Joint Committee. In 2022/23 RBFA was represented by Cllr Simon Werner and Cllr Jo Lovelock.
- 3.2 This report provides a high-level overview of control room activity and any progress made in relation to service plans and performance, including a look at staffing and a summary of the financial position at year-end. Finally, it provides a look forward to 2023/24 and the key areas of work required to continue making improvements to TVFCS on behalf of the three Thames Valley Fire and Rescue Services (FRS).
- 3.3 TVFCS continues to be the flagship of collaboration in the region since going live in April 2015. The control centre handles calls and mobilises resources for the three Thames Valley FRS.
- 3.4 Governance of TVFCS is undertaken by elected Members, two from each contributing authority, who form the TVFCS Joint Committee. Senior Responsible Officers (SRO) from each TV FRS form the Joint Coordinating Group (JCG) and support the control manager to monitor and manage performance, reporting into the Joint Committee.

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- 3.5 The service utilises a single employer model with a single mobilising system, which was designed to deliver efficiencies to all three authorities. The service operates a principle of borderless mobilising which ensures the quickest available resource is sent to an incident regardless of the county boundaries.

3.6 PERFORMANCE

- 3.6.1 TVFCS is measured against a set of targets agreed by the JCG and endorsed by the Joint Committee. During the last year, a new set of measures and approach to reporting has been developed by the JCG in response to feedback from Committee members. The new measures offer a broader range of performance metrics than previously reported.
- 3.6.2 TVFCS has performed well against the existing measure for how quickly calls are answered during the year, with the target exceeded on the majority of occasions.
- 3.6.3 The measures used to monitor the speed with which TVFCS mobilise fire appliances in response to calls has been reviewed and revised, with new measures agreed that provide more detailed information relating to the types of incidents being reported. This will allow managers and Members to better identify the incidents which require longer call handling times, and plan appropriately.

3.7 STAFFING

- 3.7.1 Staff turnover during the year has been higher than anticipated within TVFCS. This issue has been identified across most Fire Control rooms in the United Kingdom and a NFCC working group has been established to look at improving staff recruitment and retention, which TVFCS are engaged with. The TVFCS SROs and management team are working together to identify local solutions.
- 3.7.2 Vacancies for Supervisory and Middle Management roles have been filled with internal candidates, demonstrating progress in terms of staff development and succession planning.
- 3.7.3 Emphasis to support employees back into work following sickness absence during 2022/23 has reduced long-term absences and made maintaining critical staffing levels more manageable, whilst reducing the amount of cover being provided from outside the shift based staff pool.

3.8 YEAR-END FINANCIAL POSITION

- 3.8.1.1 The budget for TVFCS is set at the December meeting of the Joint Committee each year. The budget for TVFCS for 2022/23 was £2,512,725. At year-end, the actual expenditure was £2,525,365 creating a variance of £12,641 (0.50%) The principal cause being the backdated national pay award agreed in March 2023, however this was partly covered through in year vacancies due to staff turnover.

3.9 NOTABLE ACTIVITY

- 3.9.1 TVFCS were impacted by the weather conditions which were experienced during the summer of 2022, which led to a significant increase in the number of emergency calls received, and extreme demand being placed on operational resources. Call volumes into TVFCS were 45.53% higher than normal in July 2022, and 70.74% higher than normal in August 2022.

- 3.9.2 In September, TVFCS were fully involved in the arrangements for the funeral of Her Majesty Queen Elizabeth II. TVFCS staff worked with colleagues from a wide range of partners across the Thames Valley and nationally to ensure that the events associated with the funeral ran smoothly.
- 3.9.3 Control room National Operational Guidance (N.O.G.) began to be published by the Home Office in early summer 2021. TVFCS has been able to adopt the new Fire Survival Guidance in full, but capacity to adopt other pieces of guidance has been limited. The TVFCS SROs are working with the management team to identify solutions which will release capacity to undertake this work in 2023/24.
- 3.9.4 The TVFCS SROs and members of the Joint Committee have focused on the need to ensure that TVFCS systems and supporting contracts are suitable for the ongoing needs of the Service in the medium to long-term. The hardware refresh of the TVFCS Command & Control system commenced in Q4 2022/23 and is anticipated to be complete in Q1 2023/24. This will provide TVFCS staff with a hardware solution that will provide improved system performance and stability through to the end of the existing contract.
- 3.9.5 A refresh of the TVFCS lighting solution was completed in Q1 2022/23 and has been very well received by staff. A reduction of the incidence of migraine headaches amongst Control staff has been noted during the year, which it is believed to be related to the adoption of the new LED lighting.
- 3.9.6 TVFCS have been engaged with new national arrangements to improve the call handling capacity and resilience of Fire Control rooms. These arrangements were called upon several times during the exceptionally busy summer period with TVFCS able to assist other Control rooms, relieving pressure on the national '999' system

3.10. LOOKING FORWARD

- 3.10.1 As previously mentioned, the TVFCS Command & Control system hardware refresh will be completed in summer 2023/24. The contract for the Integrated Communication Control System, which processes all incoming and outgoing radio and voice communications, has been extended to align with the contract for the command and control system. As part of this extension, a hardware refresh of this system will also be undertaken, which will improve system performance and enable TVFCS to adopt ESN functionality as it becomes available.
- 3.10.2 Members of the TVFCS Joint Coordination Group have taken on key roles in the Home Office's Multi Agency Incident Transfer (MAIT) Connect project, which will provide a technological platform allowing Fire Controls in England to securely exchange incident information electronically. The project will complete in Q2 2023/24 and the Joint Coordination Group will then consider the route to adoption for TVFCS.
- 3.10.3 TVFCS will be looking to deliver a number of changes over the year to align TVFCS working practices with both National Operational Guidance and the newly published Fire Control Standards.
- 3.10.4 The Joint Coordination Group will continue to progress work to improve the staffing resilience of TVFCS.
- 3.10.5 Technical work required to implement the new Emergency Services Network is now scheduled to start towards the end of 23/24 and will continue over the coming years. This work is coordinated through a regional project structure and the impact on Control room operations will need to be carefully managed by TVFCS managers and will be supported by all three TVFRS.

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4. **FINANCIAL IMPLICATIONS**

4.1 None

5. **LEGAL IMPLICATIONS**

5.1 None

6. **EQUALITY AND DIVERSITY IMPLICATIONS**

6.1 None

7. **RISK IMPLICATIONS**

7.1 Risks relating to future activity are captured in the TVFCS risk register and reviewed regularly by the SROs.

8. **PRINCIPAL CONSULTATION**

8.1 Chief Fire Officer

8.2 Chief Finance Officer

9. **BACKGROUND PAPERS**

9.1 None

10. **APPENDICES**

10.1 None

11. **CONTACT DETAILS**

11.1 Group Manager Simon Harris harriss@tvfcs.org.uk

ROYAL BERKSHIRE FIRE AUTHORITY



COMMITTEE	FIRE AUTHORITY
DATE OF MEETING	8 JUNE 2023
SUBJECT	ANNUAL REPORT ON GOVERNANCE
LEAD OFFICER	PAUL BREMBLE, HEAD OF CORPORATE SERVICES
LEAD MEMBER	COUNCILLOR TRICIA BROWN
EXEMPT INFORMATION	NONE
ACTION	DECISION

1. EXECUTIVE SUMMARY

- 1.1 To receive a recommendation from Audit and Governance Committee on 28 March 2023, to note the Annual Report on Governance detailing Member Attendance and Allowances in 2022/23.

2. RECOMMENDATION

That the Fire Authority:

- 2.1 **NOTE** Members' Allowances received from 1 June 2022 – 31 May 2023;
- 2.2 **NOTE** the 2022/23 attendance record of Royal Berkshire Fire Authority Members from 1 June 2022 – 31 May 2023.

3. REPORT

- 3.1 This report will be my first annual report as Chair of Audit and Governance Committee and on behalf of all Members, I would like to congratulate the Service on its recent His Majesty's Inspectorate of Constabulary and Fire and Rescue Service inspection result, which confirmed that our Service is performing to a high standard. That is not to say, we are to be complacent, which I believe, we have evidenced our willingness to improve and continue our journey as a modern fire and rescue service, looking back on the reports and items discussed at Audit and Government Committee meetings from July 2022 to March 2023.

Agenda Item 16

- 3.2 This year saw the appointment of five out of the six newly appointed Fire Authority Members onto this Committee and they have all had to learn very quickly the role of Audit and Governance Committee, which has resulted in the development of a new Member Development course, Understanding Audit and Governance Committee. This course came as an idea from the Member Development Champion, Councillor Mike Smith and was piloted in early 2023. This new course will be an invaluable tool for new Members going forward.
- 3.3 In July 2022, we received our Internal Audit Progress Report, which gave substantial assurance on the following audits; Value for Money: Effectiveness of the management of pension arrangements by RBFRS, Key financial controls – creditors and Governance and risk management. The audit on Cyber Essentials was advisory and low priority actions recommended by RSM (our auditors) were implemented by management by the end of 2022.
- 3.4 We have received regular updates on Emergency Service Mobile Communications Programme (ESMCP), Pension Board, reviewed Discipline Policy, Pay Policy Statement, Gender and Ethnicity Pay Gap Report, Equal Pay Audit, Annual Statement of Assurance and held officers to account on Quarterly Performance Reports.
- 3.5 Quarterly Performance reports, are set out in four quadrants; Service Provision, Corporate Health, Priority Programmes and Risk providing comprehensive data on the Service's performance and updates on projects and the Corporate Risk register.
- 3.6 The year has been challenging in relation to the impact of the summer heatwave in 2022 on wholetime and on-call appliance availability identified in quarter two performance report (July – September 2023), however officers have continually detailed the processes they have implemented to tackle these. In terms of the quarterly updates received from External Auditors, as a Committee we have continued our pressure on them to sign off the Statement of Accounts (albeit, the delay is due to issues identified by Deloitte in relation to their audit of the Royal County of Berkshire Pension Fund).
- 3.7 Governance**
- 3.7.1 The Fire Authority appointed three new Independent Person (s) and three reserve Independent Person (s) at its Annual meeting in June 2022 for four years. No formal complaints have been received against Members this year. I would like to take this opportunity to thank our Independent Persons who have been on continual standby should they be required to investigate complaints along with our Monitoring Officer, Graham Britten.
- 3.11 **Member Allowances**
Member Allowances for the period of June 2022 – May 2023 are shown in **Appendix A.**
- 3.12 **Member Attendance**

The attendance record of Members for the Municipal Year 2022/23, is shown in Appendix B of this report. The Appendix include all meetings up to the 31 May 2023.

3.13 Member attendance has been good with no meetings being inquorate, and all business being able to be conducted. Committee meeting absences have often been due to Unitary Authority meeting clashes, and apologies, when received, have generally been in good time.

3.14 Appendix B details Committee meeting attendance only (meetings which have been held in public), and does not include Member attendance at Member briefings and events held during the year, for example, Working Groups, Fire Liaison Group meetings, briefings, Armed Forces meetings, Thames Valley Collaboration Steering Group meetings and Member Development courses.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

4.1 Sustainability: We will ensure that we provide a financially sustainable and environmentally friendly service to our communities.

4 FINANCIAL IMPLICATIONS

4.1 The Member Allowances and expenses (Appendix A) outline the cost to the Fire Authority.

5 LEGAL IMPLICATIONS

5.1 There are no legal implications in this report.

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 There are no Equality and Diversity implications in this report.

8. RISK IMPLICATIONS

8.1 There are no risk implications in this report.

9. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 None for the purpose of this report.

10. PRINCIPAL CONSULTATION

10.1 Consultation has been undertaken with the Chief Fire Officer, Chief Finance Officer and Monitoring Officer.

11. BACKGROUND PAPERS

11.1 Audit and Governance Committee meetings in 2022/23.

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11.2 Members' Scheme of Allowances – February 2023.

12. APPENDICES

12.1 Appendix A – Members' Allowances.

12.2 Appendix B – Members' Attendance.

13. CONTACT DETAILS

13.1 Fayth Rowe, Democratic Support Lead 0118 938 4611

Royal Berkshire Fire Authority - Member Allowances and Travel Expenses paid to date

Member Payments 1 June 2022- 31 May 2023

<u>SURNAME</u>	<u>FORENAME</u>	<u>To date Member Allowance</u>	<u>To date Special Responsibility Allowance</u>	<u>To date Travel Expenses</u>	<u>Total Paid to Date 31/05/23</u>
Bateson	Christine	£2,720.00	£122.00	0.00	£2,842.00
Benneyworth	Dennis	£2,720.00	£365.72	0.00	£3,085.72
Brooks	Jeff	£2,720.00	£3,714.00	0.00	£6,434.00
Brown	Tricia	£2,720.00	£3,714.00	0.00	£6,434.00
Cannon	David	£2,720.00	£367	0.00	£3,086.63
Dar	Haqeeq	£2,918.07	£0	60.50	£2,978.57
Dudley	Colin	£2,720.00	£4,599.00	0.00	£7,319.00
Gittings	Paul	£2,720.00	£12,628.00	59.60	£15,407.60
Helliar-Symons	Pauline	£2,720.00	£611.52	204.75	£3,536.27
Linden	Tony	£2,720.00	£0.00	100.01	£2,820.01
Lovelock	Jo	£2,720.00	£900.50	0.00	£3,620.50
Malik	Sandra	£2,918.09	£0.00	0.00	£2,918.09
Malvern	Morag	£2,918.07	£885.96	0.00	£3,804.03
McElroy	Dave	£2,918.07	£3,714.00	0.00	£6,632.07
McKenzie-Boyle	Tina	£2,720.00	£364	0.00	£3,083.92
Oloko	Biyi	£2,918.09	£0	0.00	£2,918.09
Shepherd-DuBey	Rachelle	£2,720.00	£6,653.00	108.00	£9,481.00
Smith	Dexter	£2,720.00	£324	108.00	£3,152.00
Smith	Mike	£2,918.09	£1,238	0.00	£4,156.09
Werner	Simon	£2,720.00	£3,714.00	53.13	£6,487.13
Independent Person (s)					
		0	0.00	0.00	0.00
		0	0.00	0.00	0.00
					100,196.72

Please Note:

Councillors Dar, Malvern, M. Smith, McElroy, Oloko and Malik basic allowance overpaid by £198.09

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Fire Authority Members Attendance 2022/23

Username	Total Expected	Present	% Present	Present Virtual	Apologies	Meeting	Meeting Date	Attendance
Councillor Biyi Oloko	10	9	90%	0	1	Audit and Governance Committee	30/06/22 19:00	Present, as expected
						Audit and Governance Committee	28/07/22 18:30	Present, as expected
						Audit and Governance Committee	17/10/22 18:30	Present, as expected
						Audit and Governance Committee	23/01/23 18:30	Present, as expected
						Audit and Governance Committee	28/03/23 18:30	Present, as expected
						Royal Berkshire Fire Authority	30/06/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	04/10/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	19/12/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	15/02/23 18:30	Present, as expected
						Royal Berkshire Fire Authority	27/04/23 18:30	Apologies
Councillor Christine Bateson	10	7	70%	0	2	Audit and Governance Committee	30/06/22 19:00	Present, as expected
						Audit and Governance Committee	28/07/22 18:30	Present, as expected
						Audit and Governance Committee	17/10/22 18:30	Absent
						Audit and Governance Committee	23/01/23 18:30	Apologies
						Audit and Governance Committee	28/03/23 18:30	Present, as expected
						Royal Berkshire Fire Authority	30/06/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	04/10/22 18:30	Apologies
						Royal Berkshire Fire Authority	19/12/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	15/02/23 18:30	Present, as expected
						Royal Berkshire Fire Authority	27/04/23 18:30	Present, as expected
Councillor Colin Dudley	11	10	90%	0	1	Management Committee	30/06/22 19:00	Present, as expected
						Management Committee	18/07/22 18:30	Present, as expected
						Management Committee	11/10/22 18:30	Present, as expected
						Management Committee	06/12/22 18:30	Present, as expected
						Management Committee	07/02/23 18:30	Present, as expected
						Management Committee	03/04/23 18:00	Present, as expected
						Royal Berkshire Fire Authority	30/06/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	04/10/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	19/12/22 18:30	Apologies
						Royal Berkshire Fire Authority	15/02/23 18:30	Present, as expected
Royal Berkshire Fire Authority	27/04/23 18:30	Present, as expected						
Councillor Dave McElroy	11	6	55%	0	5	Royal Berkshire Fire Authority	15/02/23 18:30	Apologies
						Management Committee	30/06/22 19:00	Apologies
						Management Committee	18/07/22 18:30	Present, as expected
						Management Committee	11/10/22 18:30	Present, as expected
						Management Committee	06/12/22 18:30	Present, as expected
						Management Committee	07/02/23 18:30	Apologies
						Management Committee	03/04/23 18:00	Apologies
						Royal Berkshire Fire Authority	30/06/22 18:30	Apologies
						Royal Berkshire Fire Authority	04/10/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	19/12/22 18:30	Present, as expected
Royal Berkshire Fire Authority	27/04/23 18:30	Present, as expected						

Fire Authority Members Attendance 2022/23

Username	Total Expected	Present	% Present	Present Virtual	Apologies	Meeting	Meeting Date	Attendance
Councillor David Cannon	11	10	90%	0	1	Management Committee	18/07/22 18:30	Present, as expected
						Management Committee	30/06/22 19:00	Present, as expected
						Management Committee	11/10/22 18:30	Present, as expected
						Management Committee	06/12/22 18:30	Present, as expected
						Management Committee	07/02/23 18:30	Present, as expected
						Management Committee	03/04/23 18:00	Present, as expected
						Royal Berkshire Fire Authority	30/06/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	04/10/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	19/12/22 18:30	Apologies
						Royal Berkshire Fire Authority	15/02/23 18:30	Present, as expected
						Royal Berkshire Fire Authority	27/04/23 18:30	Present, as expected
Councillor Dennis Benneyworth	11	9	82%	0	2	Management Committee	30/06/22 19:00	Present, as expected
						Management Committee	18/07/22 18:30	Present, as expected
						Management Committee	11/10/22 18:30	Apologies, sent representative
						Management Committee	06/12/22 18:30	Present, as expected
						Management Committee	07/02/23 18:30	Present, as expected
						Management Committee	03/04/23 18:00	Apologies, sent representative
						Royal Berkshire Fire Authority	30/06/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	04/10/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	19/12/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	15/02/23 18:30	Present, as expected
						Royal Berkshire Fire Authority	27/04/23 18:30	Present, as expected
Councillor Dexter Smith	11	8	73%	0	3	Management Committee	30/06/22 19:00	Present, as expected
						Management Committee	18/07/22 18:30	Present, as expected
						Management Committee	11/10/22 18:30	Apologies, sent representative
						Management Committee	06/12/22 18:30	Present, as expected
						Management Committee	07/02/23 18:30	Present, as expected
						Management Committee	03/04/23 18:00	Apologies
						Royal Berkshire Fire Authority	30/06/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	04/10/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	19/12/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	15/02/23 18:30	Apologies
						Royal Berkshire Fire Authority	27/04/23 18:30	Present, as expected
Councillor Haqeeq Dar	10	9	90%	0	1	Audit and Governance Committee	30/06/22 19:00	Present, as expected
						Audit and Governance Committee	28/07/22 18:30	Present, as expected
						Audit and Governance Committee	17/10/22 18:30	Present, as expected
						Audit and Governance Committee	23/01/23 18:30	Present, as expected
						Audit and Governance Committee	28/03/23 18:30	Apologies
						Royal Berkshire Fire Authority	30/06/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	04/10/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	19/12/22 18:30	Present, as expected
						Royal Berkshire Fire Authority	15/02/23 18:30	Present, as expected
						Royal Berkshire Fire Authority	27/04/23 18:30	Present, as expected

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Fire Authority Members Attendance 2022/23

Username	Total Expected	Present	% Present	Present Virtual	Apologies	Meeting	Meeting Date	Attendance
Councillor Jeff Brooks	11	10	91%	0	1	Royal Berkshire Fire Authority Management Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority	30/06/22 18:30 30/06/22 19:00 18/07/22 18:30 11/10/22 18:30 06/12/22 18:30 07/02/23 18:30 03/04/23 18:00 04/10/22 18:30 19/12/22 18:30 15/02/23 18:30 27/04/23 18:30	Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Apologies Present, as expected Present, as expected
Councillor Jo Lovelock	13	8	62%	0	5	Management Committee Management Committee Management Committee Management Committee Management Committee Management Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Thames Valley Fire Control Service Joint Committee Thames Valley Fire Control Service Joint Committee	30/06/22 19:00 18/07/22 18:30 11/10/22 18:30 06/12/22 18:30 07/02/23 18:30 03/04/23 18:00 30/06/22 18:30 04/10/22 18:30 19/12/22 18:30 15/02/23 18:30 27/04/23 18:30 11/07/22 14:00 15/12/22 14:00	Present, as expected Present, as expected Apologies Apologies Apologies, sent representative Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Apologies, sent representative Apologies, sent representative
Councillor Mike Smith	10	10	100%	0	0	Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority	23/01/23 18:30 28/07/22 18:30 17/10/22 18:30 30/06/22 19:00 28/03/23 18:30 30/06/22 18:30 04/10/22 18:30 19/12/22 18:30 15/02/23 18:30 27/04/23 18:30	Present, as expected Present, as expected
Councillor Morag Malvern	10	9	90%	0	1	Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority	30/06/22 19:00 28/07/22 18:30 17/10/22 18:30 23/01/23 18:30 28/03/23 18:30 30/06/22 18:30 04/10/22 18:30 19/12/22 18:30 15/02/23 18:30 27/04/23 18:30	Present, as expected Present, as expected Present, as expected Apologies Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected

Fire Authority Members Attendance 2022/23

Username	Total Expected	Present	% Present	Present Virtual	Apologies	Meeting	Meeting Date	Attendance
Councillor Paul Gittings	11	11	100%	0	0	Management Committee Management Committee Management Committee Management Committee Management Committee Management Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority	30/06/22 19:00 18/07/22 18:30 11/10/22 18:30 06/12/22 18:30 07/02/23 18:30 03/04/23 18:00 30/06/22 18:30 04/10/22 18:30 19/12/22 18:30 15/02/23 18:30 27/04/23 18:30	Present, as expected Present, as expected
Councillor Pauline Helliar-Symons	11	10	91%	0	1	Management Committee Management Committee Management Committee Management Committee Management Committee Management Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority	30/06/22 19:00 18/07/22 18:30 11/10/22 18:30 06/12/22 18:30 07/02/23 18:30 03/04/23 18:00 30/06/22 18:30 04/10/22 18:30 19/12/22 18:30 15/02/23 18:30 27/04/23 18:30	Present, as expected Apologies Present, as expected Present, as expected
Councillor Rachelle Shepherd-DuBey	11	11	100%	0	0	Royal Berkshire Fire Authority Management Committee Management Committee Management Committee Management Committee Management Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority	15/02/23 18:30 30/06/22 19:00 18/07/22 18:30 11/10/22 18:30 06/12/22 18:30 07/02/23 18:30 03/04/23 18:00 30/06/22 18:30 04/10/22 18:30 19/12/22 18:30 27/04/23 18:30	Present, as expected Present, as expected
Councillor Sandra Malik	10	8	80%	0	2	Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority	30/06/22 19:00 28/07/22 18:30 17/10/22 18:30 23/01/23 18:30 28/03/23 18:30 30/06/22 18:30 04/10/22 18:30 19/12/22 18:30 15/02/23 18:30 27/04/23 18:30	Present, as expected Present, as expected Present, as expected Apologies Apologies Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected

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Fire Authority Members Attendance 2022/23

Username	Total Expected	Present	% Present	Present Virtual	Apologies	Meeting	Meeting Date	Attendance
Councillor Simon Werner	13	10	77%	0	1	Management Committee Management Committee Management Committee Management Committee Management Committee Management Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Thames Valley Fire Control Service Joint Committee Thames Valley Fire Control Service Joint Committee	18/07/22 18:30 11/10/22 18:30 06/12/22 18:30 07/02/23 18:30 03/04/23 18:00 30/06/22 19:00 30/06/22 18:30 04/10/22 18:30 19/12/22 18:30 15/02/23 18:30 27/04/23 18:30 11/07/22 14:00 15/12/22 14:00	Present, as expected Absent Absent Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Apologies Present, as expected Present, as expected
Councillor Tina McKenzie-Boyle	10	6	60%	2	6	Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority	30/06/22 19:00 28/07/22 18:30 17/10/22 18:30 23/01/23 18:30 28/03/23 18:30 30/06/22 18:30 04/10/22 18:30 19/12/22 18:30 15/02/23 18:30 27/04/23 18:30	Present, as expected Apologies, sent representative Apologies Present, as expected, virtual Apologies Present, as expected Apologies Apologies Present, as expected, virtual Apologies
Councillor Tony Linden	10	10	100%	0	0	Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority	30/06/22 19:00 28/07/22 18:30 17/10/22 18:30 23/01/23 18:30 28/03/23 18:30 30/06/22 18:30 04/10/22 18:30 19/12/22 18:30 15/02/23 18:30 27/04/23 18:30	Present, as expected Present, as expected
Councillor Tricia Brown	10	10	100%	0	0	Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority Royal Berkshire Fire Authority	30/06/22 19:00 28/07/22 18:30 17/10/22 18:30 23/01/23 18:30 28/03/23 18:30 30/06/22 18:30 04/10/22 18:30 19/12/22 18:30 15/02/23 18:30 27/04/23 18:30	Present, as expected Present, as expected

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ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Annual Outturn	Management Committee	11/07/23	Annual	Note	HF&P	N/A	Part I
Q4 Appliance Availability	Management Committee	11/07/23	quarterly	Note	AM (R&R)	N/A	Part I
Services Houses	Management Committee	11/07/23	Ad-hoc	Agree	DCFO	N/A	Part II
Slough Fire Station Development	Management Committee	11/07/23	Ad-hoc	Agree	DCFO	N/A	Part II
Training school redevelopment	Management Committee	11/07/23	Ad-hoc	Agree	DCFO	N/A	Part II
Emergency Services Mobile Communications Programme- Presentation	A&GC	24/07/23	Bi annual	Note	HBIS	N/A	Part I
HMICFRS Action Plan	A&GC	24/07/23	ad-hoc	note	HCS	N/A	Part I
Annual Governance Statement	A&GC	24/07/23	Annual	agree	HCS	N/A	Part I
Statement of Accounts	A&GC	24/07/23	Annual	Agree	HF&P	Budget and Income Generation Lead	Part I
Pensions Board Annual update	A&GC	24/07/23	Annual	Note	HHR&L&D and Pension Board Chair	N/A	Part I
Internal Audit report	A&GC	24/07/23	Quarterly	Note	HF&P	N/A	Part I
External Audit Report	A&GC	24/07/23	Annual	Note	HF&P	N/A	Part I
Q4 Performance Report	A&GC	24/07/23	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
RBFRS Annual Report 21/22	A&GC	24/07/23	Annual	Note	DChEx	N/A	Part I
On-call strategy - presentation	Management Committee	16/10/23	Ad-hoc	Note	AM R &R	N/A	Part I
AFA Mobilisation Policy review	Management Committee	16/10/23	Ad-hoc	Agree	AM C&P	N/A	Part I
Contaminants presentation	Management Committee	16/10/23	Ad-hoc	Note	DChEx	Healthy and wellbeing champion	Part I
Budget Monitoring Q1	Management Committee	16/10/23	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Appliance Availability Q1	Management Committee	16/10/23	quarterly	Note	AM (R&R)	N/A	Part I
External Audit report	A&GC	30/10/23	Quarterly	Note	HF&P	N/A	Part I
Q1 Performance Report	A&GC	30/10/23	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Disciplinary Policy	A&GC	30/10/23	Bi-annual	Note	HHR&L&D	N/A	Part I
Independent Review of Scheme of Allowances	Fire Authority	08/11/23	4 years	Agree	MO	N/A	Part I

ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Serious Violence Duty presentation	Fire Authority	08/11/23	Ad-hoc	Note	AM C&P	N/A	Part I
Annual Treasury Report	Fire Authority	08/11/23	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Budget Monitoring Q2	Management Committee	04/12/23	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Appliance Availability Q2	Management Committee	04/12/23	quarterly	Note	AM (R&R)	N/A	Part I
Statement of Assurance	A&GC	24.01.24	Quarterly	Note and Recommend	HCS	RBFA Chairman and A&GC Chairman	Part I
Gender, Ethnicity and Equality Pay Gap	A&GC	24.01.24	Annual	Note	HHR&L&D	N/A	Part I
Pay Policy Statement	A&GC	24.01.24	Annual	Note and Recommend	HHR&L&D	N/A	Part I
Internal Audit report	A&GC	24.01.24	Quarterly	Note	HF&P	N/A	Part I
Q2 Performance Report	A&GC	24.01.24	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Emergency Services Mobile Communications Programme - Presentation	A&GC	24.01.24	Bi annual	Note	HBIS	N/A	Part I
Draft Annual Budget 24/25	Management Committee	6.02.24	Annual	Note and recommend	HF&P	N/A	Part I
Budget Monitoring Q3	Management Committee	6.02.24	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Scheme of Member Allowances Annual Review	Management Committee	6.02.24	Annual	Note and recommend	MO	N/A	Part I
Appliance Availability Q3	Management Committee	6.02.24	Quarterly	Note	AM (R&R)	N/A	Part I
Annual Budget 24/25, Medium Term Financial Plan & Strategic Asset Investment Framework and TVFCS Budget	Fire Authority	15.02.24	Annual	Agree	HF&P	Budget and Income Generation/ Collaboration and Strategic Assets Lead	Part I
Pay Policy Statement	Fire Authority	15.02.24	Annual	Agree	HHR&L&D	N/A	Part I
Scheme of Allowances Annual Review 24/25	Fire Authority	15.02.24	Annual	Agree	MO	N/A	Part I
Internal Audit Report	A&GC	28.3.24	quarterly	Note	HF&P	N/A	Part I
External Audit Report	A&GC	28.3.24	quarterly	Note	HF&P	N/A	Part I
Annual Report on Members Development	A&GC	28.3.24	Annual	Note and Recommend	DChEx	Member Development Champion	Part I

ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Annual report on Governance / Members attendance and allowances / Code of Conduct annual consultation results	A&GC	28.3.24	Annual	Note and Recommend	DChEx	A&GC Chairman	Part I
Quarter 3 Performance Report	A&GC	28.3.24	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
	Management Committee	09.04.24	Ad-hoc	Note	HF&P	Budget and Income Generation Lead	Part I
	Management Committee	09.04.24	Ad-hoc	Agree	AM C&P	N/A	Part I
Corporate Calendar 2024/25	Fire Authority	22.04.24	Annual	Agree	DChEx	N/A	Part I
Lead Member and Champion Annual Reports	Fire Authority	22.04.24	Annual	Note	Lead Officers	Lead Members	Part I

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