

Roger

# ROYAL BERKSHIRE FIRE AUTHORITY

**MEETING:** ROYAL BERKSHIRE FIRE AUTHORITY  
**DATE AND TIME:** TUESDAY 9 DECEMBER 1997, 6.30 PM  
**VENUE:** COUNCIL CHAMBER, SHIRE HALL, SHINFIELD  
PARK, READING

**COMMITTEE SECRETARY:** COLIN PRESTON  
**DIRECT DIAL:** (0118) 923 3102

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## NOTICE OF MEETING

You are requested to attend the above meeting at the time and date indicated, when it is proposed to deal with the business set out in the attached Agenda.

R F PENFOLD

Joint Acting Clerk to the Authority

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**TO: MEMBERS OF THE ROYAL BERKSHIRE FIRE AUTHORITY**  
D Ball, P A Barnett, Mrs C Bateson, J C G Brooks, J J Connolly,  
R J Day, T P Dredge, P J Edwards, J M B Egan, C J Goodall,  
B W Gardner, A Gregory, A B V P Hickley, D W Liddiard, T Mills,  
J Morris, Mrs K Newbound, W J E Onions, H Parker,  
B J S Patman, Dr L Silverman, A W Spratling, T N Stephens,  
D Thomas, R G Vernon-Jackson

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## BRIEFING MEETINGS

The Party Rooms in Shire Hall will be available for pre-meetings from 5.45 pm.

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# AGENDA

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## PART II AGENDA

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**AGENDA ITEM 1: MINUTES****MINUTES OF A MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY HELD AT THE SHIRE HALL, SHINFIELD PARK, READING, ON TUESDAY 25 NOVEMBER 1997, COMMENCING AT 6.30 PM AND CONCLUDED AT 7.50 PM**

**Present:** D Ball, P A Barnett, Mrs C Bateson, J C G Brooks (Chairman), J J Connolly, R J Day, T P Dredge, P G Edwards, J N B Egan, B W Gardner, C J Goodall, A Gregory, A B V P Hickley, D W Liddiard, J Morris, Mrs K Newbound, W J E Onions, H Parker, B J S Patman, Dr L Silverman, A W Spratling, T N Stephens, D Thomas.

**Also in Attendance:** G N Barnard (Bracknell Forest Borough Council)

**1.01/97 ELECTION OF CHAIRMAN**

The following nominations were proposed and duly seconded for Chairmanship of the Fire Authority viz:

J C G Brooks (Newbury District Council)  
J J Connolly (Slough Borough Council)

A vote was taken (16 votes for Mr Brooks and 6 for Mr Connolly).

**RESOLVED:** That J C G Brooks be duly elected Chairman of the Royal Berkshire Fire Authority until its Annual Meeting in 1998.

(Mr Brooks in the Chair)

**1.02/97 APPOINTMENT OF VICE-CHAIRMAN**

The following nominations were proposed and duly seconded for Vice-Chairmanship of the Fire Authority viz:

J J Connolly (Slough Borough Council)  
B J S Patman (Wokingham District Council)

A vote was taken (6 votes for Mr Connolly and 13 votes for Mr Patman).

**RESOLVED:** That B J S Patman be duly appointed Vice-Chairman of the Royal Berkshire Fire Authority until its next Annual Meeting in 1998.

**1.03/97 BERKSHIRE FIRE SERVICES (COMBINATION SCHEME) ORDER 1997**

The Authority received a report advising Members that the Berkshire Fire Services (Combination Scheme) Order 1997 had been made by the Secretary of State on 8 November 1997 and came into force on 9 November 1997.

**NOTED**

#### 1.04/97 COMPOSITION AND MEMBERSHIP OF THE AUTHORITY

The Authority received a report (Agenda Item 4 - not reproduced) seeking endorsement to the composition of the Authority and affirmation of its membership.

It was noted that the Liberal Democrat, Labour and Conservative Members of the Fire Authority intended to form themselves into political groups. Members were reminded of the need to provide formal notice of this intention to the County Solicitor.

**RESOLVED:** That the Fire Authority comprise 25 Members as follows:

- 3 appointed by Bracknell Forest Borough Council
- 5 appointed by Newbury District Council
- 4 appointed by Reading Borough Council
- 3 appointed by Slough Borough Council
- 5 appointed by the Royal Borough of Windsor and Maidenhead
- 5 appointed by Wokingham District Council

#### 1.05/97 RECOMMENDATIONS OF BERKSHIRE AUTHORITIES' FIRE JOINT COMMITTEE

The Authority received a report (Agenda Item 5 - not reproduced) summarising the matters on which recommendations had been made by the Berkshire Authority's Fire Joint Committee to the Authority from its four meetings.

**NOTED.**

#### 1.06/97 STANDING ORDERS

The Authority considered proposed standing orders for adoption (Agenda Item 5A - not reproduced).

The following points were noted:

- a The Authority was advised by the County Solicitor of two minor amendments to the proposed standing orders.
- b The agreement of the Authority to a quorum of 9 with no specific minimum number of local authorities being required to be present at any meeting of the Fire Authority.

**RESOLVED:** That, subject to the reported minor amendments, the standing orders as submitted be adopted.

### 1.07/97 FREQUENCY AND DATES OF MEETINGS

The Authority received a report (Agenda Item 5B - not reproduced) proposing the frequency of, and dates in 1997/98, for meetings of the Authority.

The Authority agreed the dates of meetings up to and including the meeting on 16 March 1998 and suggested that further consideration be given to the date of the June 1998 meeting.

#### RESOLVED:

- 1 That the Authority meets at least 4 times in any "municipal" year.
- 2 That approval be given to meetings on the following dates:  
     Tuesday 9 December 1997  
     Tuesday 3 February 1998  
     Monday 16 March 1998
- 3 That, until 31 March 1998, meetings be held at Shire Hall, Shinfield Park, Reading.
- 4 That a report be made to a future meeting of the Fire Authority with a suggested date for its Annual meeting in June 1998.

### 1.08/97 COMMITTEE STRUCTURE

The Authority received a report (Agenda Item 5C - not reproduced) proposing a possible committee structure (set out in Appendix 1 of the Minutes).

Arising from discussion the following points were noted:

- a The proposal for the notice of meetings/agenda headings of Committees and sub-groups set up by the Fire Authority being circulated to all Members of the Authority for information.
- b Clarification that the Personnel Committee had some executive powers eg. to determine staff appeals.
- c Clarification that the quorum for the Personnel Committee was 3 and that provision was contained in the Authority's Standing Orders for the substitution of the Members on committees and sub-groups established by the Authority. It was explained however that no provision existed for substitution of members of the Fire Authority.

#### RESOLVED:

- 1 That an Urgency Committee be established, on the basis set out in Appendix 1.
- 2 That, by 31 March 1998, a Personnel Committee be established, on the basis set out in Appendix 1.

- 3 That a Budget Working Party be established, on the basis set out in Appendix 1 and that its existing membership be affirmed, subject to the substitution of Dr Silverman for J Morris.
- 4 That a panel of 3 suitably skilled Members (Messers Brooks, Connolly and Mills) be established to make appointments of the Clerk/Monitoring Officer and Treasurer having:
  - i considered written applications
  - ii shortlisted candidates for interview
  - iii interviewed shortlisted candidates
- 5 That arrangements be made for Notice of Meeting/Agenda Headings to be circulated to all Members of the Fire Authority for information.

#### **1.09/97 STANDING ORDERS AS TO CONTRACTS AND FINANCIAL REGULATIONS**

The Authority received a report (Agenda Item 5D - not reproduced) proposing the adoption of interim standing orders as to contracts and financial regulations.

Members of the Authority were advised that the proposed standing orders and financial regulations would provide a satisfactory basis for contractual and financial matters until March 1998. This would provide time for the Authority's Treasurer (when appointed) to consider their suitability for the future. The County Solicitor affirmed that in his view the standing orders and financial regulations could be satisfactorily adapted to meet the requirements of the Authority.

#### **RESOLVED:**

- 1 That, pending the formulation of its own standing orders as to contracts, the standing orders as to contracts of Berkshire County Council be adopted.
- 2 That, pending the formulation of its own financial regulations and insofar that any are required at this time, the financial regulations of Berkshire County Council be adopted.

#### **1.10/97 PROVISION OF SUPPORT SERVICES**

The Fire Authority received a report (Agenda Item 5E - not reproduced) containing proposals for the provision of support services to the Fire Authority.

Arising from consideration and discussion a number of points were noted including:

- a The modest financial increase for the provision of support services compared to existing corporate costs.
- b That the appointments proposed would be for an initial period of 2 years.

- c A declaration of interest made by Mr Egan (Bracknell Forest Council) in relation to contract cleaning of fire stations. Mr Egan took no part in the consideration of, or the decision making, of the proposals before the Fire Authority.
- d Clarification that reference to external providers included constituent councils.
- e The proposal to give further consideration, by the Management Structures Working Party to the establishment of a post of Press and Public Relations Officer and part-time Committee Secretary.
- f Affirmation that contracts would be sought for services in accord with the Authority's Standing Orders.
- g The desirability of constituent councils providing help with support services and the economic advantage of such arrangements provided legal requirements of competitive tendering were met.

**RESOLVED:**

- 1 That a post of Contracts and Facilities Manager be created, with effect from 1 January 1998, to manage contracts for services provided to the Fire Authority.
- 2 That the Building Surveyor and Estates Management Services be provided by Reading Borough Council.
- 3 That the legal services be provided by Reading Borough Council.
- 4 That the following services be provided by external suppliers or by constituent councils:
  - information technology support
  - grounds maintenance
  - premises cleaning
- 5 That the following services continue to be provided by external providers, where appropriate:
  - inspection of fire fighting equipment
  - testing of portable electrical equipment
  - Brigade Headquarters catering
  - window cleaning
  - refuse collection
  - hygiene and sanitation services
- 6 That consideration of the establishment of posts of Press and Public Relations Officer and part-time Committee Secretary be deferred, for further consideration by the Management Structures Working Party.

**1.11/97 APPOINTMENT OF EXTERNAL AUDITORS**

The Authority received a report (Agenda Item 6 - not reproduced) with a proposal for the appointment of the District Auditor as the Fire Authority's Auditor for a period of 5 years with effect from 1 April 1998.

The Authority were advised that the costs would be based on the District Audit standard rate of charge for service. The sum of £12,000 had been provisionally included in the Authority's budget.

**RESOLVED:** That the appointment of the District Auditor as the Authority's Auditor, for a period of 5 years with effect from 1 April 1998, be approved.

**1.12/97 PROPERTY ASSETS**

The Authority received a report (Agenda Item 7 - not reproduced) seeking formal agreement of the Authority to the disaggregation of Berkshire County Council's property assets.

In response to a number of questions it was explained that a number of properties had been sold to sitting tenants, Sonning Fire Station was held on leasehold from a Trust, and that some of the non-operational premises were let to serving or ex-serving officers as tenants.

**RESOLVED:** That, subject to the formal agreement of the Borough and District Councils, the properties listed in Appendix 2 be vested in the Authority on 1 April 1998.

**1.13/97 PROPOSED MANAGEMENT STRUCTURE FOR THE FIRE AND RESCUE SERVICE**

The Authority received a report (Agenda Item 8 - not reproduced) concerning the reappointment of the Fire and Rescue Service Management Structure Working Party.

The Authority was advised that whilst one meeting of the Working Party had already been held a further meeting was required. It was therefore proposed that a report be made to the next meeting of the Authority on the proposed management structure. It was also reported that Dr Silverman would replace J Morris as a representative on the Working Party.

The issue of joint officer working and liaison was discussed. The issue was raised in the context of the view that adequate mechanisms should exist for liaison/communication between lead officers of the district and borough councils with officers of the Fire Authority, given amongst other matters, the difficult financial decisions that would be necessary. The Chief Fire Officer, whilst wishing to avoid establishing resource intensive meeting arrangements, accepted the need for ongoing briefing mechanisms with district/borough council officer colleagues. A suggestion was made for each district and borough council to identify a link officer. It was agreed that the issue would be further considered by the Working Party in considering the management structure.

**RESOLVED:**

- 1 That the Fire and Rescue Management Structure Working Party, originally established by the Berkshire Authorities' Fire Joint Committee be reappointed, with a view to reporting on the proposed management structure at the next meeting of the Fire Authority.
- 2 That Dr Silverman replace J Morris as a member of the Working Party.
- 3 That the issue and mechanism for briefing of lead officers of district and borough councils be considered by the Working Party.

**1.14/97 EXCLUSION OF THE PUBLIC**

**RESOLVED:** That under Section 100A(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraphs of Part I of Schedule 12A of the said Act indicated:

Agenda Item	Paragraph
5F Roles and Responsibilities of Clerk/ Monitoring Officer	9
5G Role and Responsibilities of Treasurer	9
5H Provision of Financial Services	9

The following is a summary of the items considered in Part II of the Fire Authorities' Agenda.

**1.15/97 ROLES AND RESPONSIBILITIES OF CLERK/MONITORING OFFICER**

The Authority received a report with proposals covering the roles and responsibilities of a Clerk/Monitoring Officer for the Authority which included detail of salary and the number of working days required of the post per year. The proposals submitted to the Authority were agreed.

**1.16/97 ROLE AND RESPONSIBILITIES OF TREASURER**

The Authority received a report with proposals of the role and responsibilities of Treasurer to the Authority including details of the proposed salary and number of days per year required to be worked. The Authority agreed the proposals put to them.

**1.17/97      PROVISION OF FINANCIAL SERVICES**

The Authority received a report with proposals for the extension of Berkshire County Council's contract with CSL Managed Services for the ongoing provision of financial services to the Authority. The Authority agreed to the extension of the contract for a period of two years for the provision of financial services to the Authority.

**AGENDA ITEM <sup>4</sup> : FIRE & RESCUE SERVICE MANAGEMENT STRUCTURE**

**To:** Royal Berkshire Fire Authority  
**Date:** 9 December 1997  
**Officers Contributing:** Fire & Rescue Service Management Structure Working Party

**A PURPOSE OF REPORT**

To report the recommendations of the Fire & Rescue Service Management Structure Working Party in respect of the proposed management structure for the Royal Berkshire Fire & Rescue Service, with effect from 1 April 1998.

**B PROPOSED ACTION**

The Authority is requested to RESOLVE that the Brigade Management Structure, proposed by the Chief Fire Officer, be approved with effect from 1 April 1998, but that the introduction of the following posts be deferred to a future year, except where shown:

Training and Development Unit Manager  
 one Training Development sub officer  
 the Audit Team station officer  
 4 firefighters in the Training Reserve  
 the External Training Support station officer  
 the Equal Opportunities Officer, until 1 October 1998.

**C FINANCIAL IMPLICATIONS OF PROPOSED ACTION**

Implementation in full of the proposed structure is estimated to give rise to additional expenditure of £307,292 for a full year. The phased introduction of the structure, as recommended by the Working Party, will entail additional expenditure of £125,373 in the financial year 1998/99, which is reflected in the report on the budget (see agenda item 5).

**D SUPPORTING INFORMATION**

- 1 At its first meeting, the Authority reappointed the Fire and Rescue Management Structure Working Party, originally established by the Berkshire Authorities' Fire Joint Committee, with a view to reporting on the proposed management structure at this meeting.
- 2 The Working Party met on 1 December 1997, when it considered a report of the Chief Fire Officer proposing further consideration of the revised structure for the Royal Berkshire Fire and Rescue Service, with effect from 1 April 1998. The Working Party also reviewed the deliberations of its predecessor.
- 3 The Working Party was reminded that the two main drivers for change of the management structure were
  - a the response to the improvement notice issued by the Health and Safety Executive, and

b the creation of the Royal Berkshire Fire Authority.

- 4 The new structure would also assist the move to a community based service delivery, and implement the recommendations of the Government's Community Fire Safety Task Force.
- 5 Details on the number of specific posts, costings etc are set out in the accompanying documents, as follows:
- Annex 1 - New top level structure
  - Annex 2 - Structure of Service Delivery Directorate
  - Annex 3 - Structure of Support Services Directorate
  - Annex 4 - Structure of Human Resources Directorate
  - Annex 5 - Structure of Central Services Directorate
  - Appendix A - Additional and deleted posts, costed
  - Appendix B - Narrative concerning the proposed new posts.
- 6 The Working Party observed that the additional cost of implementing the proposed new structure in full would be £307,292, for a full year. However, the Chief Fire Officer indicated that it would be possible to phase the introduction of some of the new posts derived from the proposed structure over a period of years.
- 7 The Working Party examined the structure in detail and endorsed the proposals of the Chief Fire Officer for the phased introduction of some posts. The phasing proposals would lead to additional expenditure in the first year of £125,373, rather than the full year cost mentioned above.
- 8 Therefore, the Working Party recommends the adoption of the structure, subject to the detailed phasing identified in part B above.

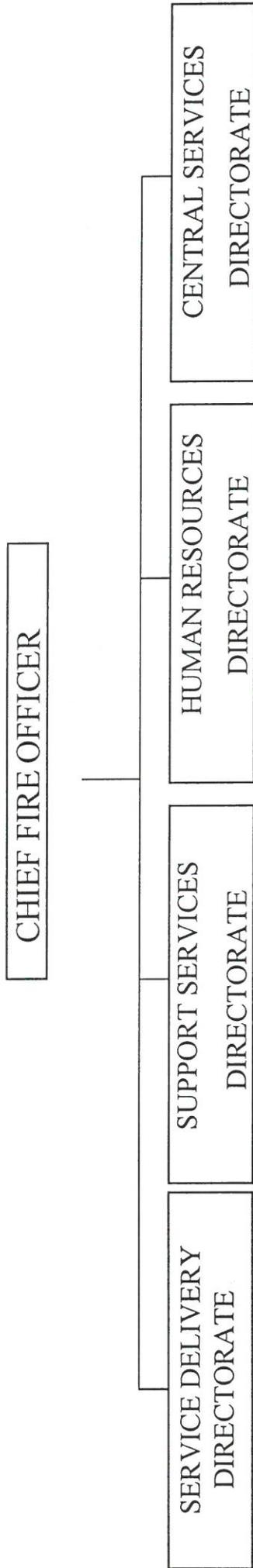
## **E BACKGROUND PAPERS**

Agenda & Minutes: Fire & Rescue Service Management Structure Working Party -  
1 December 1997

**Contact Officers:** D J Harper, Chief Fire Officer (0118) 932 2225  
R F Penfold, Joint Acting Clerk (0018) 923 3103

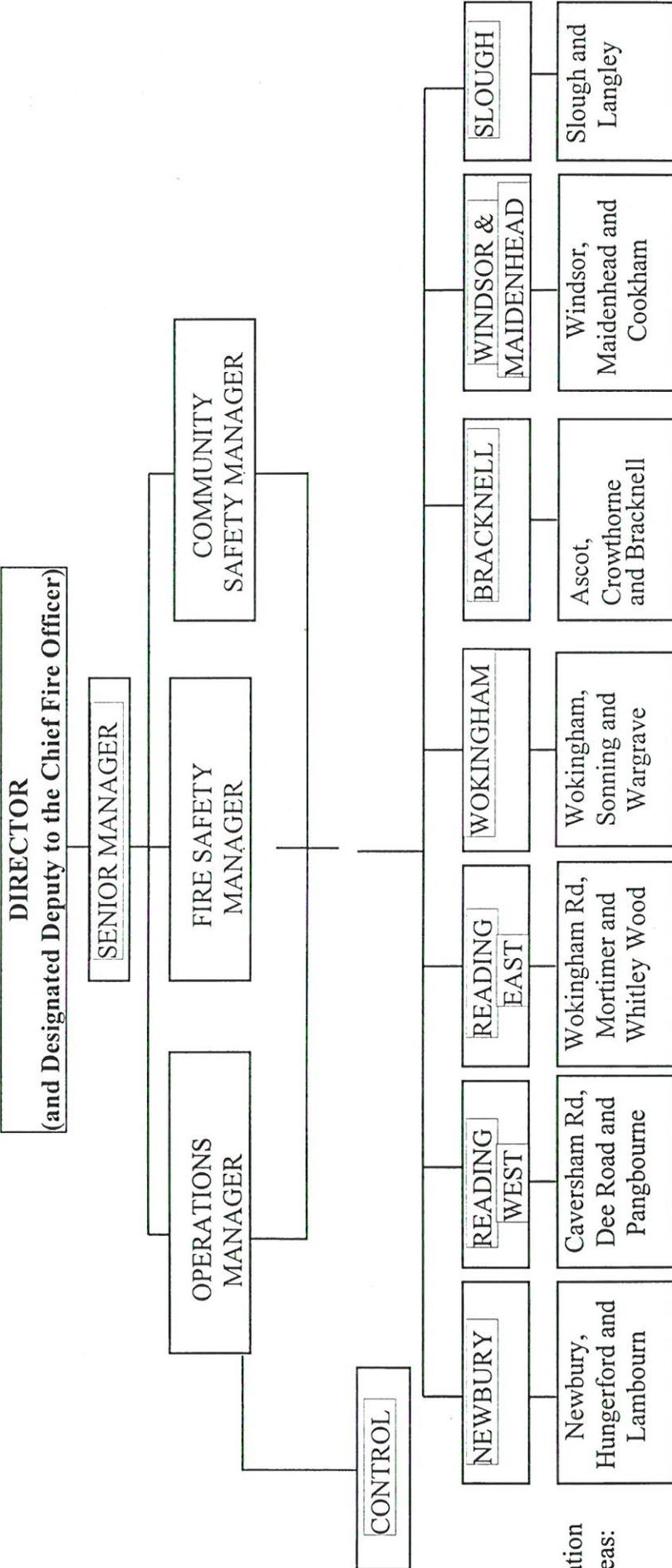
# New Structure

Annex 1



Each Directorate will be headed by a Principal Officer. In the case of the Service Delivery and Support Services Directorates, this will be a uniformed officer. It is intended that the Directors of Human Resources and Central Services will be non-uniformed

**SERVICE DELIVERY DIRECTORATE**



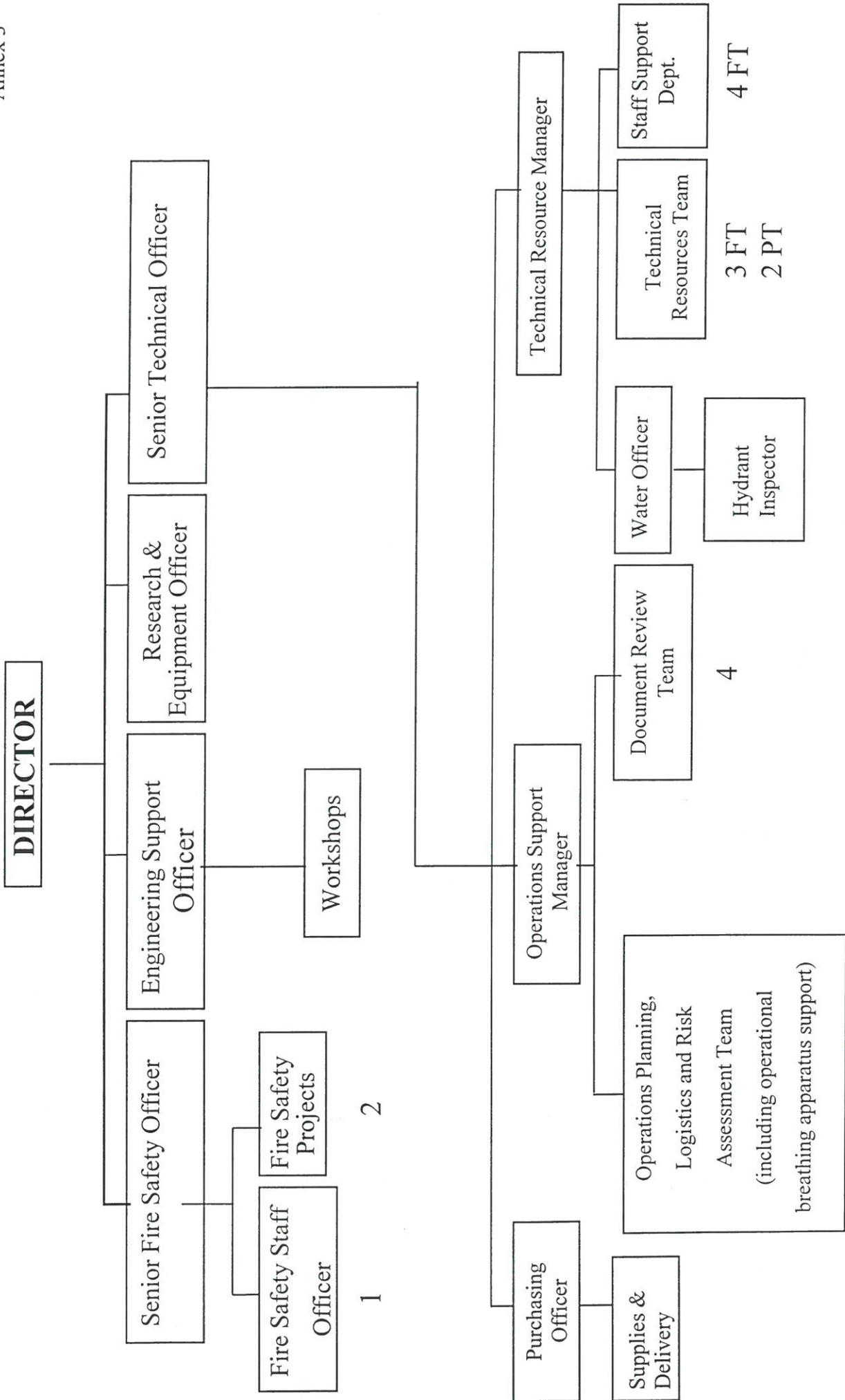
Station Areas:

Each area will be headed by a Community Fire Safety Officer and comprise the relevant fire station complements and requisite number of fire safety enforcement officers based on existing establishments, revised (downwards) to take account of new legislation.

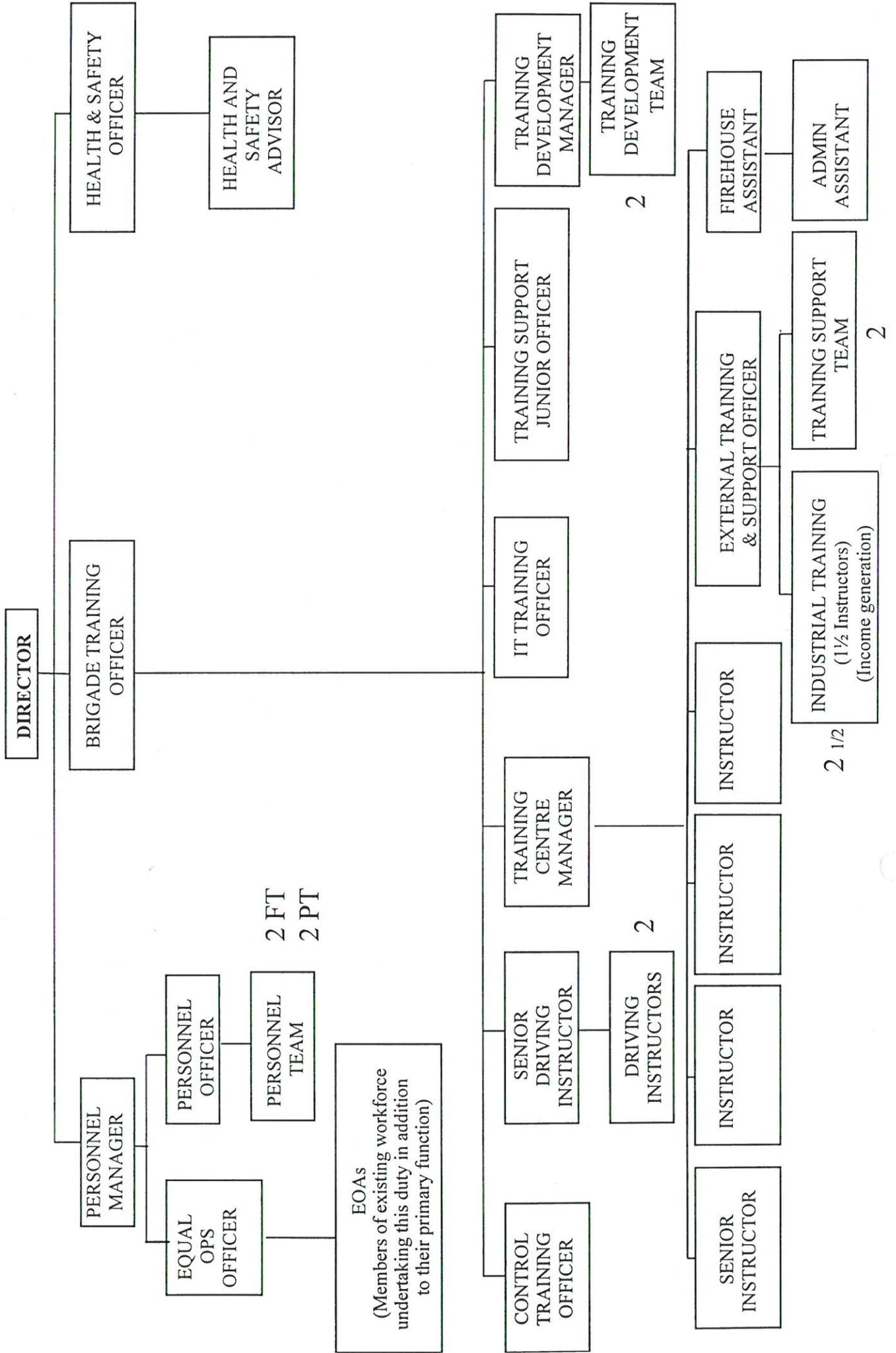
Subject to attracting sponsorship from commerce and industry, a small Community Safety Team will be established in each area.

SUPPORT SERVICES DIRECTORATE

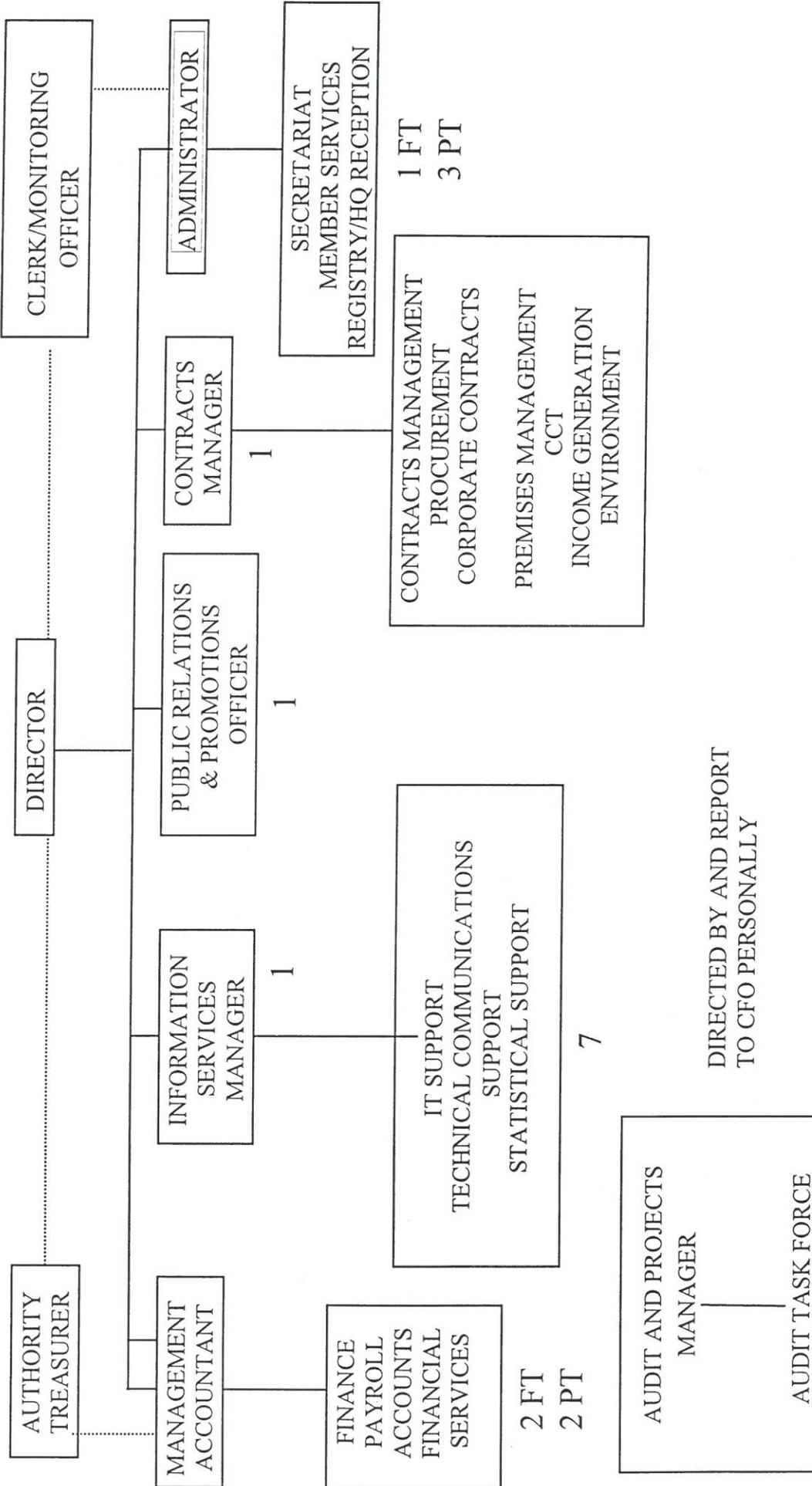
Annex 3



HUMAN RESOURCES DIRECTORATE



CENTRAL SERVICES DIRECTORATE



UNIFORMED	Old	New Change	New Posts	Deleted Posts		Net Cost	
				£	£	£	£
Chief Fire Officer	1	1	0				
Deputy Chief Fire Officer	1	1	0				
Assistant Chief Fire Officer	2	1	(1)		Assistant Chief Fire Officer	(51,414)	(51,414)
Divisional Officer	11	10	(1)	32,883	Corporate Staff Officer	(28,786)	(28,786)
			Audit	32,883	3x District Commanders	(98,649)	
			Operations Manager	29,953			
			Training Centre Mgr	2,930			
			Regrade Op Support post				
Assistant Divisional Officer	13	13	0	28,518	Operations Support Officer	(28,518)	0
			Community Safety Mgr	28,518	Health & Safety	(28,518)	
			Research & Equipment	28,518	Training Centre Manager	(28,518)	
			Audit	199,626	4x Fire Safety Area Officer	(114,072)	
			7x Community Safety Officer		3x Station Commanders	(85,554)	
Station Officer	28	28	0	80,058	7x Fire Safety Officers	(186,802)	0
			3x Station Commander	26,686	Ops Staff Stn Officer	(26,686)	
			Strategic Stn Officer	26,686			
			External Training Stn Officer	26,686			
			Audit	26,686			
			Ops Risk Assessment	26,686			
			Document Review	26,686			
Sub-Officer	56	61	5	23,011	3x District Sub	(69,033)	115,055
			Training Support Sub	23,011	Ops Staff Sub	(23,011)	
			Fire Safety Projects Sub	46,022	Multi-media Sub	(23,011)	
			2x Risk Assessment	46,022			
			2x Document Review	46,022			
			2x Ops Planning & Logistics	46,022			
			2x Training Development Unit	46,022			
Leading Firefighter	61	62	1	21,660			21,660
			Training Support				
Firefighter	260	266	6	97,354			97,354
			6x Training Reserve				
TOTAL	433	443	10	946,441		(792,572)	153,869





## RESEARCH AND EQUIPMENT OFFICER

Duties will include:

- identify the need for specifying, purchasing and introducing new equipment into the Brigade,
- undertake sufficient risk assessment on current and new equipment.
- provision of clear and comprehensive information and training to personnel on the procedures for use, maintenance, risks, preventive and protective measures for all equipment.
- ensure the Brigade's compliance with all Health and Safety regulations in respect of equipment and procedures of use.
- contribute to the Brigade's rostered operational fire cover.
- to undertake strategic operational and support specialist duties as necessary, eg hazmat, fire investigation, accident investigation, etc.

## OPERATIONAL SUPPORT MANAGER

Duties will include:

- identify the need for specifying and introducing new operational procedures into the Brigade, including Incident Command and Control.
- undertake sufficient risk assessment on current and new operational procedures, including Incident Command and Control.
- provision of clear and comprehensive information and training to personnel on the procedures for use at operational incidents, including Incident Command and Control.
- provision of a system of operational risk information, on specific and generic premises following identification and assessment, to firefighters at incidents.
- provision of control measures available to operational personnel both when pre-planning operational activities and at the scene of operations.
- identifying and programming the collection of site specific risk information.
- co-ordinate the collection and assessment of data, format and prepare for inputting on the Brigade's operational risk database.
- maintain and up-date the Brigade's Major Incident Plan.
- contribute to the Joint Services Major Incident Plan for Berkshire.
- maintain and up-date the Brigade Support Officer procedures and guidance.
- liaison with other emergency services, Local Authorities and agencies.

- co-ordinate, maintain and promulgate Officer leave and rostered operational fire cover.
- ensure the Brigade's compliance with all Health and Safety regulations in respect of operational procedures.
- contribute to the Brigade's rostered operational fire cover.
- to undertake strategic operational and support specialist duties as necessary, eg hazmat, fire investigation, accident investigation, etc.

### **DOCUMENT REVIEW PROJECT TEAM**

The Brigade's documentation is, at present, unstructured and lacks an effective control system, responsibility for ownership is unclear and much of the documentation is out of date. This was identified by the Health & Safety Executive during their inspection of the Brigade. A Document Review Project Team of three suitably qualified personnel has been established. The project is divided into three phases and is expected to be required for a period of three years. At the conclusion of the project the team will be able to be re-assigned to other duties, although it anticipated that at least one member of the team will need to be allocated to the task of maintaining the new documentation system.

### **TRAINING DEVELOPMENT MANAGER AND TEAM**

The remit of the Training Development Manager and team will be to develop methods of delivering additional training, as determined by this group in the most effective manner. **Having regard to the current determinations of the Brigade Training Working Group, the Chief Fire Officer considers that the appointment of the Training Development Manager and one Sub Officer could be deferred until 1999/2000. Appointment to these posts at this stage, however, will be essential if the Brigade is to meet its obligations to the Plan to discharge the Health & Safety Improvement Notice.**

### **AUDIT TEAM**

The function of this team which will ultimately comprise of three posts, will be to undertake, at the direction of the Chief Fire Officer, in-depth examination and evaluation of the Brigade's policies, procedures and work practices as an on-going commitment to the support of Health and Safety and to ensure continued compliance with national standards, best practice and value for money. **However, in recognition that there will need to be an initial 'settling-in' period for the new structure and procedures, the Chief Fire Officer is satisfied that for the first year the team could function with only two members with the third being reconsidered for establishment in 1999/2000.**

### **OPERATIONAL PLANNING, LOGISTICS AND RISK ASSESSMENT**

The Brigade is required to provide information for its employees about the risks to which they might be exposed whilst at work. Hereford and Worcester Fire Brigade received an Improvement Notice, following the death of two firefighters, for not providing specific information about the risks to firefighters. There is a large workload in the identification, collection and processing of operational risk information that is best dealt with at local station

level. The data collected locally will be centrally co-ordinated and standardised by the Operational Risk Assessment Team prior to entering the information onto the Vehicle Mounted Data System. Because this work is closely allied to the Operational Planning and Logistics function (the preparation of operational plans and procedures) revised proposals now combine the Operational Planning and Logistics Team with the Operational Risk Assessment Team. This will allow more flexible use of resources whilst at the same time reducing the number of supervisory posts by one and reducing the grading of other members of the team.

## TRAINING RESERVE

In order to release personnel from fire stations for aspects of training which can only be delivered centrally, it is practice to maintain a small number of firefighters within the authorised establishment to maintain minimum crewing levels. These additional staff are referred to as the 'Training Reserve'. Over a period of time, in order to meet budgetary targets without affecting delivery of service to the public, the training reserve has been reduced from eight to two. **However, the Chief Fire Officer considers that the training requirements of the plan to discharge the Health & Safety Improvement Notice could be addressed by an immediate increase in the training reserve of two posts with a phased increase over two further years at a rate of two posts per year.**

## C OTHER POSTS

£363,249

### COMMUNITY FIRE SAFETY OFFICER (7)

Duties will include:

- Managing Service delivery of Operations, Fire Safety and Community safety within an area.
- On call availability 72 hours per week on a 24 hour rota basis to provide FIRST STRIKE officer fire cover within a pre-determined fire cover zone, within which they must reside.
- On call availability to undertake specialist operational functions, eg Fire Investigation Hazardous Substances Officer, etc throughout the whole County area.
- On call availability to respond to carry out Accident Investigations throughout the whole County area (one of the Health & Safety issues contained within the Notice).
- Line Manager to Station Commanders and specialist officers within an area.
- Consultation accountability under Building Regulations with Local Authority(s).
- Dealing with Local Authority Planning issues.
- Responsible for setting programmes of Fire Safety, Inspections.
- Accountability for Fire Certification under the Fire Precautions Act 1971.
- Consultation and liaison with Local Authority(s) on other Fire Safety legislation.

- Responsibility for ensuring that risk assessment programmes are undertaken.
- Responsible for ensuring a well trained and competent workforce.

NOTE: It should be appreciated that each of these officers provide operational cover on a rota basis. The rota is based upon a 72 hour working week, over a 5 week period, including one weekend duty and a number of night cover duties. After taking leave entitlement into account, there will be very few occasions when these 7 officers are on duty together, indeed, in the main only 3 or 4 will be on duty at any one time as most. Therefore, these officers will have a cross area responsibility to cover colleagues, and this will be co-ordinated by the Operations and Fire Safety Managers.

### **EXTERNAL TRAINING AND SUPPORT OFFICER**

Within the new structure for the Brigade, three Sub Officer support posts have been disestablished. Part of the responsibility of these posts is to give support to the training functions of retained firefighters. This need will continue to be met by a small, central Training Support Section within the Training Centre. Additionally, the Brigade provides fire safety training for industry and commerce on a chargeable basis.

It is considered appropriate to provide additional supervision to these two sections by the establishment of an additional post at junior management level. However, it may be possible for the Training Centre Manager to contain this supervision within his remit by rationalising other areas of activity. **The Chief Fire Officer therefore proposes to defer the appointment of an External Training Support Officer at this time and to review the situation in the light of experience in twelve months.**

### **EQUAL OPPORTUNITIES OFFICER**

Equal Opportunities is currently the responsibility of the Deputy Chief Fire Officer, and delivered through a network of Equal Opportunities Advisers. Guidance issued by the Home Office indicates that in brigades which have no dedicated Equal Opportunities Officer, the brigade is unlikely to achieve or sustain significant progress in this area. The Fire Service is traditionally a white, male dominated environment; significant and sustained effort is required therefore to encourage under-represented groups within the community to put themselves forward for employment, and to enable such groups to work within an informed and fair workplace.

However, the Brigade has made significant progress in equal opportunities in recent years with the current arrangements, **The Chief Fire Officer considers that it will be possible to sustain this for a limited time, but would recommend the appointment of a dedicated and qualified Equal Opportunities Officer in due course, particularly in light of the vulnerability of the Service to litigation and the experience of other fire brigades in the extent of financial settlements for Equal Opportunities issues. It is suggested that funding is provided for this post from 1 October 1998, to allow the new Director of Human Resources to determine the nature of this post.**

### **DIRECTOR OF HUMAN RESOURCES**

The creation of this post reflects the recommendations of a review of the Brigade's Personnel function which was undertaken some eighteen months ago by the then Director of Personnel

for the County Council. The purpose of the exercise was to examine potential areas of vulnerability and provide an effective management structure to encompass all of the Personnel related functions in readiness for a move to Combined Fire Authority status (with the resultant loss of the corporate strategic specialist support) The new post, which is non uniformed, will provide the opportunity for a number of related specialist functions to combine under an experienced and externally qualified manager - offering the potential for continuity that is sometimes not available with a uniformed position. The function in it's present form is currently being undertaken by a uniformed Assistant Chief Fire Officer and the creation of the new post will present an opportunity to reduce the uniformed establishment by one third tier post, thereby also achieving financial savings.

## **COMMUNITY SAFETY MANAGER**

In it's report published in 1995, the Audit Commission identified the potential benefits of brigades undertaking proactive preventative initiatives within the community as a way of positively impacting upon the annual number of fires and fire related deaths and injuries. A Home Office Task Force was subsequently formed to examine the issues further and their report was published on the 3 November of this year. The report recommends a strategy which includes placing a statutory obligation upon Brigades to undertake community safety and to commence planning for the new approach in 1998/99. The creation of the Community Safety Manager post was in acknowledgment and support of the original comments of the Audit Commission and anticipation of the recommendations of the Task Force. Members will be aware that the Chief Fire Officer is actively pursuing local sponsorship to support an expansion of this initiative but the new post is intended to both undertake the preparatory work (including creation of local partnerships) and to more effectively co-ordinate the existing initiatives. It would be the intention for the incumbent of this post to work closely with the Press and Public Relations Officer in the targeting and promotion of sponsorship.

## **IT TRAINING OFFICER**

The Brigade has a developed suite of IT applications including electronic ordering from Stores, vehicle defect recording and hydrant records. All of these systems are used by station based personnel as well as officers and administrative staff. This represents both a sizeable workload and complex one due to shifts and rotas. Currently IT training is on an ad-hoc basis and inadequate training has created both underutilisation of the system and a large number of unnecessary calls to the IT Help Desk. It will also be appreciated that a vehicle mounted data system is proposed for front-line vehicles (to address aspects of the Health & Safety Notice) which will add to the training needs of the Brigade. A dedicated in-house IT Trainer would overcome these problems and result in a more effective use of resources.

## **PHASED IMPLEMENTATION**

In summary the following posts could be phased in:

Equal Opportunities Officer	£12,133
Training Development Manager	£28,500
Training Development Sub Officer	£23,011
External Training Support Station Officer	£26,686
Audit Task Force Station Officer	£26,686
Training Reserve - 4 Firefighters	£64,903
Total	<u>£181,919</u>

**AGENDA ITEM 5 : 1998/99 BUDGET STRATEGY**

**To:** Royal Berkshire Fire Authority  
**Date:** 9 December 1997  
**From:** Budget Working Party

**A PURPOSE OF REPORT**

To consider the recommendations of the Budget Working Party on the budget strategy for 1998/99.

**B PROPOSED ACTION**

The Authority is requested to RESOLVE the estimate of its net expenses for the next financial year, for submission to the constituent councils.

**C FINANCIAL IMPLICATIONS OF PROPOSED ACTION**

The current base budget, excluding the Pension Deficit and non-fire authority activity is £15,891,157. The draft revenue budget for 1998/99, updated to include pay awards, inflation, additional costs of becoming a Combined Fire Authority, debt charges and addressing the Health & Safety Notice, is £17,023,853. The Firefighters' Pension Deficit is estimated at £1,694,985 for 1997/98. Pay inflation and projected retirements project an estimated Pension deficit of £2,245,615 for 1998/99. The Standard Spending Assessment for 1997/98 is £17,299,000, and has provisionally been announced as £18,431,000 for 1998/99. The proposed capital programme for 1998/99 is £246,900, assuming the replacement fire fighting appliances will be funded from revenue. At this stage of the process no information is available as to the Basic Credit Approval for 1998/99.

**D SUPPORTING INFORMATION**

- 1 The Authority is reminded that the provisions of the Berkshire Fire Services (Combination Scheme) order 1997 require it, before 31 December in any year, to submit to each constituent council an estimate of its net expenses for the next financial year.
- 2 At its first meeting, the Authority established a Budget Working Party, to consider and make recommendations to the Authority on issues relating to its budget. That Working Party met on 1 December 1997, when it considered a report of the Chief Fire Officer, and reviewed the work of the Working Party previously established by the former Berkshire Authorities' Fire Joint Committee.
- 3 The following documents were submitted to the Working Party, and are reproduced below:

**Appendix A:** the proposed budget for 1998/99, which takes account of "unavoidable" budget pressures.

**Appendix B:** additional service pressures on the Authority, together with their implications. The Working Party was advised that the County Council has provided an additional £20,000 each year to fund Equal Opportunities Advisers from its Corporate Training Budget, which funding had not been disaggregated to the Authority.

**Appendix C:** measures considered by the Chief Fire Officer to offset the pressures on the Authority. These potential measures are divided into two categories. Category A are those measures which would have only indirect impact on service delivery. Category B, however, comprises measures which would have direct and significant impact and which in the view of the Chief Fire Officer would lead to a reduction in the current level of ability to respond to emergencies within the County. Additionally, there would be the potential to place at risk both members of the public and firefighters, as well as increasing the likelihood of a failure to meet Home Office minimum standards. He, therefore, advised extreme caution in considering the implementation of these issues. The Working Party indicated that it felt unable to support any of the potential savings identified.

**Appendix D:** the most pressing issues which need to be addressed as capital projects. The Authority is requested to continue the County Council's policy of funding the water tender replacement programme from revenue. The funds for this were disaggregated to the constituent councils, not the Authority. 3 vehicles are replaced each year, based on 12 year life, at a projected cost of £370,000 in 1998/99. An alternative to funding fire fighting appliances by capital or revenue provision would be by operational leasing. The annual cost per vehicle would be £18,000 over 7 years. This would be an additional revenue cost. While it may initially appear to be a low cost option, the lease charges are an on-going cost and, based on the need to purchase three fire appliances per annum, becomes more expensive than outright purchase after the 7th year. Additionally, it would be possible to utilise any unspent Basic Credit Approval of one of the constituent councils to meet any shortfall.

- 4 The Working Party was advised that the Firefighters' Pension Scheme was unfunded and the deficit was determined by the level of retirements. The projected figures for 1998/99 were included in Appendix A. Firefighters and officers may retire between the age of 50 and 55 or earlier due to ill-health and, consequently, it was difficult to be accurate in the projections, which are currently being reviewed. The size of this deficit was consequently beyond the control of the Chief Fire Officer and the Authority and, if it was greater than projected, then it would necessitate either a supplementary estimate or compensatory savings from elsewhere in the Authority's budget. This latter course would be difficult to achieve as a potential overspend was unlikely to be identified until late in the financial year when corrective action would be difficult to achieve.
- 5 The potential overspend of the Pensions Deficit Estimate would normally be met from the reserves in a county brigade. As the Authority is not able to hold reserves, this option is not available. The Government, when pressured to allow combined fire authorities to hold reserves, responded that the constituent councils held reserves for unplanned expenditure, including that of the combined fire authority. A number of the combined fire authorities and their constituent councils have adopted a practice to address this problem. The Pensions Fund budget is ring-fenced and any end of year underspend in this budget, or in the Fire Service Fund, is held

by one of the constituent councils as a reserve on behalf of the Authority. Initially, the constituent councils might wish to include provision for an overspend in the pension budget within their reserves. The objective was that, in the medium term, the Authority will eventually develop a "reserve fund" to meet unexpected pension costs. The Authority might wish to recommend this practice to the constituent councils.

- 6 The Working Party examined the report with care. In particular, Members felt that provision should be included in the budget for 1998/99 to meet the cost of the revenue budget pressures identified as essential - £93,000 - and to enable membership to be taken of the Local Government Association - £9,300. The Working Party recognised that the budget then presented, with the endorsed additional expenditure, represented an increase of 9.7% above that for the current year. In the light of this, Members believed that there should be no reduction in the level of service, but reiterated that the service should be delivered using the most cost effective methods, and, therefore, all proposed additional expenditure would need to be carefully scrutinised.
- 7 The Working Party decided that the draft outline revenue budget and draft capital programme 1998/99 be submitted to the Authority with the comments referred to above.

## E COMMENTS OF THE TREASURER

The provisional Standard Spending assessment for the Fire Authority for 1998/99 has been announced at £18,431,000, which represents a 6.54% increase over 1997/98.

The summary of the situation concerning the Authority's first revenue budget is as follows:

	£	Cumulative £
Base Budget	15,891,157	
Unavoidable pressures as per Appendix A	356,696	16,247,853
Inflation	776,000	17,023,853
Pension Deficit	2,245,615	19,269,468
Essential Growth Items	93,000	19,362,468
Local Government Association Subscription	9,300	19,371,768
Revenue Funding of Fire Fighting Appliances	370,000	19,741,768
Corporate Funding of Equal Opportunities Adviser	20,000	19,761,768

This compares with the Berkshire County Council's current revenue funding of the Fire and Rescue Service.

	£	£
Base Budget (less non Fire Activities)	15,891,157	
Pension Deficit	1,694,985	17,861,142
Revenue Funding of Fire Fighting Appliances	390,000	17,976,142
Management Development Fund	38,000	18,014,142

The Authority will also need to consider the funding for the Capital Programme which has been identified as £246,900, excluding vehicle replacements. If the Authority's Basic Credit Approval is insufficient to meet this then the Authority may wish to ask one of the constituent authorities for part of their allocation.

## **F BACKGROUND PAPERS**

Agenda & Minutes: Budget Working Party - 1 December 1997

**Contact Officers:** D Noonan, Fire & Rescue Service (0018) 932 2250  
 D H Illingworth, Treasurer (01344) 771374  
 R F Penfold, Joint Acting Clerk (0118) 923 3103

## APPENDIX A

## 1998/99 Budget

£

## FIRE GENERAL

1997/98 Budget: 15,911,157

Less non-CFA Activity  
Petroleum Inspections (20,000)**Base Budget** 15,891,157

Add unavoidable budget pressures:

CFA Added Support Services  
Insurance (including broker) 87,000  
Costs of Democracy 17,000  
Increased costs of Local Govt pensions 8,075  
Increased costs of Corporate Support 4,625Health & Safety Implementation  
- Restructure 125,373  
- Training & I.T. 19,000

Running costs of new Control Suite 30,000

Debt Management/Loan Repayments 65,623 Based on £246,900 capital programme &amp; £45,000 SCA

**Sub-Total** 16,247,853 **2.2% increase over base**InflationUniformed pay 666,000 includes NI (assumes 4.5%)  
Non-uniformed 30,000 includes NI (assumes 2.5%)  
Other inflation 80,000 (assumes 2.5%)**Total - Fire General** 17,023,853 **7.1% increase over base**

## PENSIONS DEFICIT

1997/98 Budget: 1,694,985  
Increased Pensions Deficit 447,630  
Pensions inflation 103,000 (assumes 4.5%)**Total - Pensions Deficit** 2,245,615 **32.5% increase over 97/98****GRAND TOTAL** 19,269,468 **9.4% increase over 97/98 total**

**APPENDIX B****1998/99 Revenue Budget Pressures**

	£
<b>Essential</b>	
Improve the current Occupational Health Scheme by the provision of a pro-active surveillance and monitoring process (personnel/workplaces/procedures/activities) as required by the Health and Safety plan	25,000
Provide Aids to Vision on fireground in response to new standard, which will have the effect of reducing ill-health retirements	10,000
Increased Transport Costs resulting from increased call-out rate	46,000
Fund increases in Retained Turnout & Attendance Fees due to increases in call-out rate	12,000
	<u>93,000</u>
<b>To be Determined by the Fire Authority</b>	
Local Government Association subscription	9,300
<b>Highly Desirable</b>	
Re-instate funds for Operational Equipment cut in 1995/96 to avoid Health & Safety risks	25,000
Restore cuts to Building Maintenance budget	25,000
	<u>50,000</u>
<b>Desirable</b>	
Lease 3 up-to-date Driver Training Vehicles	60,000
Equal Opportunities Advisers	20,000
Computer-aided Command & Control Training System	15,000
	<u>95,000</u>
 Grand Total	 <u><u>247,300</u></u>

**ESSENTIAL****OCCUPATIONAL HEALTH****£25,000**

The Brigade is required to provide pro-active health surveillance and monitoring of its employees. The existing arrangements with West Berkshire Health Authority provide for routine, periodic medical checks and a limited referral service for work related injuries and illness. The service level was considered by the Health & Safety Executive to be entirely reactive and insufficient to comply with statutory requirements. An Occupational Health Service contract is required that will provide for the required level of pro-active surveillance, in addition to the current level of service which is still required. This figure also includes an allowance to cover increased costs arising out of the Firemen's Pension Scheme (amendment) Order 1997 which has instituted a Board of Medical Referees to hear medical appeals. These appeals are for firefighters who are claiming additional pension arising out of injuries occasioned during the course of duty. The New Regulations require the Fire Authority to pay a fee for the Appeals.

**PROVIDE AIDS TO VISION ON FIREGROUND  
TO REDUCE ILL-HEALTH RETIREMENTS****£10,000**

The Fire Service Appointment and Promotions Regulations detail standards of eyesight for operational firefighters joining the service. Up until recently this has meant that the same standard has to be maintained throughout the individual's service life and where deterioration occurs the individual may often be retired on an Early Ill Health Retirement (EIHR) pension. This was recognised as being expensive to the service by placing a burden on the pension scheme and on the employing authority by virtue of having to recruit and training new firefighters as well as the subsequent loss of experience to the organisation.

The EIHR was, in many instances, a hardship to the individual themselves. Recognising that matters needed to change the Home Office issued Fire Service Circular 9/1996 which explained suitable standards of eyesight that would be acceptable with the support of the firefighter wearing safety spectacles of the necessary optical specification at incidents. This would enable the service to continue to employ individuals rather than discharge them prematurely. NJC Circular NJC 3/96 detailed that the employer would be responsible for the costs of the provision of suitable aids to vision on the foreground, this to include research and eye tests. Provision would include additional optical inserts for breathing apparatus facemasks. The scale of issue per individual is to be two for each type of spectacle, as set out in the NJC Circular.

**INCREASED TRANSPORT COSTS****£46,000**

There is an urgent need to increase transport related costs, which have resulted from the ever increasing use of the Brigade's fleet of emergency vehicles. Mileage has more than doubled over the last 14 years, and is expected to rise further in the coming years due to the ever increasing rise in emergency calls. The amount required is to cover in the main fuel cost, but also the replacement of tyres and increased maintenance due to the need to service the vehicles more frequently.

Compensatory savings have been made through streamlining the Workshops management systems, with the assistance of Information Technology, which has resulted in the reduction of one member of Workshops staff in 1997/98. However, these savings have only partially offset these increases.

**FUND RETAINED****£12,000**

The retained service is relied heavily upon in meeting the Brigade's statutory obligation within the Standards of Fire Cover. Retained personnel are located at fire stations which are positioned, in the main, within the smaller communities.

In line with the general upward trend of emergency calls, the need to mobilise retained firefighters to calls has increased, and although measures have been introduced in an attempt to absorb the costs, (eg reduction of crewing levels from 6 to 5, reduction in the number of appliances mobilised to Automatic Fire Alarm calls, reduction in the number of appliances mobilised to Road Traffic Accidents), the effect has only been to slow down the process, which can no longer be contained. All but one Retained Unit show an increase in turnouts. The increase in terms of a percentage for all stations equates to 20.5% between 1991 and 1996.

**TO BE DETERMINED BY FIRE AUTHORITY****£9,300****Membership of Local Government Association**

This issue was discussed at the Fire Joint Committee on 9 October 1997 when members discussed the level of subscription fee. The Committee was in favour of a sliding scale fee based on population. The work of the Fire Committee of the Local Government Association covers fire service operations, training, communications, appliances and equipment, Conditions of Service matters and pay negotiations, fire safety and fire safety education. The Local Government Association is represented as the Central Fire Brigade's Advisory Council and also the National Joint Council which negotiates pay and conditions. The Local Government Association also provides financial legal and public protection advice as appropriate.

**HIGHLY DESIRABLE****OPERATIONAL EQUIPMENT****£25,000**

Re-instate resources for operational equipment, reduced as part of the 1995/96 budget reduction exercise. The continuation of reduced funding for a third year will have a detrimental effect upon the Brigade's ability to maintain basic standards of equipment currently in service. Many items essential for fire fighting and rescues, eg ladders, lines, fire fighting main stream branches, light portable pumps etc, are at or have exceeded their normal life span, and are becoming increasingly costly to repair and maintain which is not cost effective.

The greater emphasis on the health and safety of firefighters and the Brigade's new accident investigation process is already having an impact upon the type of product purchased for fire fighting and rescue purposes.

**RESTORE CUTS TO BUILDING  
MAINTENANCE BUDGET****£25,000**

In 1995/96 the County Council revised the way building maintenance budgets were apportioned between departments. This resulted in a reduction of £25,000 for the Fire and Rescue Service. The condition of the Brigade's properties continues to deteriorate and it has been necessary to cancel a number of planned maintenance projects due to the rising cost of reactive maintenance

**DESIRABLE****EQUAL OPPORTUNITIES ADVISERS****£20,000**

The Brigade has recruited from within the workforce a network of Equal Opportunities Advisers who have responsibility, in addition to their primary duties, to educate and train all staff of the Brigade in equality issues on a programmed basis, thereby ensuring that staff are aware of their individual, legal responsibilities.

The Advisers carry out the training in their 'off duty' time, in compensation for which they receive a small allowance, which to date has been funded from the County Council's Corporate Training Development Fund. The cost of the allowances is £20,000pa.

Members are asked to consider the levels of penalties applied by Industrial Tribunals in cases of discrimination. (Recently an award of £200,000 was made against one fire authority as a result of sexual harassment of one member of its staff by another). The vicarious liability of the employer however is significantly reduced where the employer is able to demonstrate that employees have and continue to receive training in equal opportunities.

**COMPUTER-AIDED COMMAND AND CONTROL TRAINING SYSTEM****£15,000**

Effective training of fire officers in command and control techniques is germane to the efficient management of operational incidents. Opportunities for practising these complex techniques, especially for major incidents, are limited, reliant on training carried out by the Fire Service College.

London Fire Brigade has adapted for fire service use a computer-aided command and control training system which was developed for the Police service. The system permits officers to learn the required techniques by performing specific roles at a variety of 'major incidents'. The acquisition of this system would enable existing command and control training to be conducted more effectively.

**LEASE 3 UP-TO-DATE DRIVER TRAINING VEHICLES****£60,000**

The current policy for driver training vehicles is to use appliances that have ended their fire fighting life and have been retired from the operational front-line fleet. This means that fire service drivers are trained on vehicles that do not have the same characteristics as those appliances that drivers would be expected to drive in response to calls to emergency incidents. Currently the newest Brigade Driving School appliance is 11 years old and the oldest 14 years. This necessitates a modern front line appliance being borrowed from the operational fleet for the student to receive final conversion training to driving modern appliances. This often results in the appliance being off the run and unavailable for mobilising to an incident.

To enable the Brigade to provide a professional and competent facility, the Driving School fleet requires to be modern and kept up-to-date with vehicles that represent similar handling and technology that is available in the operational front-line fleet.

Leasing appears to be the best way forward for driving instruction vehicles. Two vehicles would meet the demand for LGV training and an additional vehicle fitted with computer controlled skid simulation equipment would be utilised in Emergency Fire Appliance Driving (EFAD) courses.

The benefits to the Brigade are seen as the emergency fire driver being trained to an improved level of competence with necessary skills that would result in improved safety to the crew and other road users as well as potentially reducing the number of vehicle accidents.

**POTENTIAL SERVICE REDUCTIONS****A MEASURES WITH INDIRECT IMPACT  
ON SERVICE DELIVERY**

	<b>Full year effect</b>
Reduce Mess Managers' Allowance	£24,000
Disestablish Station Cooks	£26,000
Cease Headquarters Catering	£20,000
Cessation of London Weighting Allowance	£90,000
Reduce Fire Service College Courses	£20,000
<b>Total</b>	<b><u>£180,000</u></b>

**B MEASURES WITH DIRECT AND SIGNIFICANT EFFECT  
ON SERVICE DELIVERY**

	<b>Full year effect</b>
Close Cookham Fire Station	£50,000
Reduce attendance to C & D Risk	£80,000
Convert Wokingham Fire Station to fully retained crewed	£80,000
Relocate Rescue Support Vehicle	£250,000
Relocate Special Appliances	£250,000
Charging for Emergency Special Services	£?
<b>Total</b>	<b><u>£710,000</u></b>

## **A MEASURES WITH INDIRECT IMPACT ON SERVICE DELIVERY**

### **REDUCE MESS MANAGERS' ALLOWANCE**

**Full year effect  
£24,000**

For many years the Brigade has had a local agreement with the Fire Brigades' Union, that an allowance, over and above the nationally agreed rate, would be paid to firefighters undertaking the responsibilities of Fire Station Watch Mess Managers. Negotiations with the Fire Brigades' Union during the current year, has achieved a reduction, which became effective from 1 November 1997. The full year effect of the savings amounts to £16,000, which has been taken into account in the revenue budget submissions. A total withdrawal of the agreement will produce further savings of £24,537 for 1998/99. Mess Managers would still receive the allowance as prescribed in the National Joint Council for Local Authorities' Fire Brigades Scheme of Conditions of Service.

### **DISESTABLISHMENT OF STATION COOKS**

**Full year effect  
£26,000**

During the 1996/97 budget process, approval was given to disestablish station cooks on a non-replacement basis as cooks left the County employ. To date 4 cooks have left, leaving 6 still employed at fire stations. By making the remaining 6 redundant will result in the full year savings for subsequent years, but during Year 1 redundancy payments will need to be met. Special arrangements, provisions and the necessary Food Handling and Hygiene training are in hand, so that firefighter training and other duties are not adversely affected.

### **BRIGADE HEADQUARTERS CATERING**

**Full year effect  
£20,000**

The Brigade Headquarters complex has a staff restaurant facility provided by a contract caterer. The caterer prepares food using the Brigade's own equipment and the staff purchase meals from the contractor at their own expense.

The effect of the cessation of this function would mean that staff would have to bring their own prepared meal to the workplace for consumption or go elsewhere for their meals.

The Brigade would continue to provide basic equipment to enable staff to store and heat their food in a hygienic way on a day-to-day basis, as well as an area in which to consume their food.

**LONDON WEIGHTING ALLOWANCE****Full year effect  
£90,000**

London Weighting Allowance is paid to both uniformed and non-uniformed members of the Brigade who work in certain areas at the east end of the County. The allowance is paid at one of two rates, inner or outer, depending on the individual's work location.

It is not a national condition of service for Berkshire personnel but a local condition of contract. The decision to pay an allowance was made some years ago by the County Council for its employees, including the Brigade.

The removal of the allowance would need careful negotiation with the employees and their representative bodies should the decision be made to progress this matter and would probably lead to a dispute with the employees. An alternative may be to consider freezing the allowance for current employees and not including it within the contract of newly recruited employees.

**FIRE SERVICE COLLEGE COURSES****Full year effect  
£20,000**

The Brigade has a budget to purchase courses from the Fire Service College. The College offers a wide range of courses to allow for progressive vocational training and development for both junior, middle and senior ranking officers as well as providing specialist operational support and fire safety training. This training provides a national standard and is led by the Home Office.

The budget allocation for courses has not been increased for five years although the cost of courses has increased year on year. Where 5 years ago it was possible to purchase over 200 courses per year the same allocation will only provide 163 courses in 1998/99. The implication of this further 25 week reduction is the slowing of the Brigade's core progression training programme and the development of senior fire officers for the future. This position cannot be sustained and if not remedied would impact on the Brigade after two years as a deterioration in standards affecting, in particular, operational junior officer competence.

## **B MEASURES WITH DIRECT AND SIGNIFICANT EFFECT ON SERVICE DELIVERY**

### **CLOSURE OF COOKHAM FIRE STATION (RETAINED) Full year effect £50,000**

This would produce little revenue savings during 1998/99 as redundancy payments would need to be met. However, the sale of the station and its grounds would produce a small capital gain. Revenue savings of £50,000 in 1999/2000 and subsequent years would be realised.

The Fire Station was identified as being in excess of the requirements for meeting the Standards of Fire Cover during a review in 1985 and again in 1992, but the strategic value of the station was recognised and brought to the attention of the Public Protection Committee. In 1995 the closure of Burnham Fire Station (Buckinghamshire) occurred potentially placing an additional burden upon Berkshire fire appliances within the north east corner of the Brigade. Both of these aspects were acknowledged by HM Territorial Inspector of Fire Services during his inspection of the Brigade in 1995, together with confirmation that they may impact upon any request made to the Home Office for closure of the station. It should also be appreciated that any such request could result in a public enquiry which may delay further any potential for financial savings.

### **REDUCED ATTENDANCE TO C & D RISKS Full year effect £80,000**

This would result in the cessation of the second appliance to C and D risk category property fires as part of the pre-determined attendance. The inevitable result would be a delay in effectively bringing fires under control, and extinguishing them, possibly affecting rescues of trapped persons and possibly placing firefighters at greater risk.

The risk categories C and D laid down standards are:

C Risk	1 appliance in 8 to 10 minutes
D Risk	1 appliance in 20 minutes

The current County Council adopted policy on attendance to these categories is to continue to support the County Fire Officer's professional judgement and dispatch 2 appliances. The report of a Home Office Working Party that has been examining the national criteria for providing fire cover is expected early in the 1998 calendar year. This follows comments of the Audit Commission in their report published in 1995 where they suggested that resources were being wrongly targeted and that a greater emphasis may be appropriate in the type of areas covered by the C and D risk categories. It may, therefore, be considered to be ill timed to seek to reduce fire cover at a time when change may soon be recommended.

**CONVERT WOKINGHAM FIRE STATION  
TO A FULLY CREWED RETAINED STATION**

**Full year effect  
£80,000**

Wokingham Fire Station is currently crewed by retained firefighters and supported by 4 wholetime firefighters who predominantly provide daytime cover during the weekdays. The wholetime firefighters were originally stationed at this station due to the lack of available daytime retained cover. Heavy recruitment campaigns over a number of years has failed to attract sufficient applicants, which still remains the case today.

The loss of the 4 wholetime firefighter posts will result in Wokingham failing to crew during the daytime, and fire cover would be provided by Bracknell and Reading (Wokingham Road) Fire Stations. This would also mean that 1 fire appliance would not be available for strategic fire fighting cover.

**RELOCATION RESCUE SUPPORT VEHICLE**

**Full year effect  
£250,000**

This involves relocating the Rescue Support Vehicle from Newbury Fire Station to Whitley Wood Fire Station, and switch crewing it with the Hydraulic Platform. This would result in the loss of 12 firefighter posts. It would also mean that in the event of one of these appliances being called out, the other would not be available. The next nearest Rescue Support Vehicle and Hydraulic Platform are based at Slough Fire Station, both of which are currently operated by switched crewing. It would not, therefore, be inconceivable that at any one time, both Rescue Support Vehicles, or alternatively both Hydraulic Platforms, could be attending incidents, which would then leave the Brigade without an appliance with an aerial fire fighting or rescue capability.

**RELOCATION SPECIAL APPLIANCES**

**Full year effect  
£250,000**

Potentially there are a number of options for re-locating and switch crewing some special appliances, eg Operational Support Unit (principally foam), and Chemical Incident Unit.

This will result in a reduction of the establishment of 12 firefighters posts and have an adverse effect on the Brigade's operational capacity, as it could result in two front line fire appliances not being available to fight fires, or attend other emergency incidents. Alternatively, the special appliances may not be immediately available. This is contrary to the concept of basing special appliances strategically at Whitley Wood Fire Station and will result in delays in attendance.

Members should note that the Operational Support Unit which has replaced the previous Foam Tender has been designed to be multi-functional and in addition to carrying the Brigade's only bulk foam capability, can now deliver other operational fire fighting, environmental and rescue equipment to an incident. This equipment, which is housed at Whitley Wood Fire Station within ancillary garaging, is carried on pallets and can be selected dependant upon the type of incident it is to attend.

**EMERGENCY SPECIAL SERVICES - CHARGES  
(ROAD TRAFFIC ACCIDENTS - RTA's)**

There is no current statutory requirement for the Fire Service to attend any incidents other than those involving fire. However, the Fire Service nationally has become recognised as providing this essential service for which it is trained and equipped. Indeed, for the current year the SSA formula was adjusted to reflect an element for attendance at RTA's - albeit that there was no effect to the overall grant levels!

The current level of attendance to RTA's by Berkshire is 600 calls per annum, with the rescue rate being far in excess of that from fire.

There would appear to be no legal impediment to the Service making a charge for extrication work once they are satisfied that the risk of fire is no longer present. Indeed, financial pressures have led a number of Fire Authorities to debate the issue but, to date, none have resolved to levy such a charge undoubtedly appreciating the potential sensitivity of the subject, and that it could lead to a reluctance on the part of the public to summon the facilities of the Service if it is known that a charge may be made.

No national guidelines exist on this subject.

**APPENDIX D**

**1998/99 Capital Budget - Proposed Projects**

	1998/99	1999/2000	2000/01
<b>Essential</b>			
Visual Display Units In Cabs to provide site specific risk information, as required by Health & Safety Improvement Notice	180,900		
Complete replacement of steel Breathing Apparatus Cylinders with lightweight carbon fibre type to reduce early retirements due to back problems.	46,000		
Replacement of 3 ageing frontline Fire Appliances to ensure standards of fire cover are maintained	370,000	390,000	390,000
<b>Highly Desirable</b>			
Convert Firehouse Heating System at Training Centre to gas-fired heating system with artificial smoke to reduce pollution, nuisance & threat of litigation.	10,000	110,000	
Provide more realistic fire training to include flashover simulator, to raise personnel safety at incidents		10,000	250,000
Increased Accommodation at Training Centre to enable additional training as required by Health & Safety Improvement Notice	10,000	200,000	
<b>Total</b>	<u>616,900</u>	<u>710,000</u>	<u>640,000</u>

**ESSENTIAL****VEHICLE MOUNTED DATA SYSTEM**

A Health & Safety Improvement Notice, previously served on another fire brigade, has established the required standard for the provision of risk related information to fire personnel whilst en route to an incident and prior to being exposed to the risk. This standard can only be met in a practical way either, through the transmission of the relevant data to a printer in the fire appliance or, by the provision of a self contained database within the fire appliance. The latter solution has been determined to be the most effective and practical method of meeting this requirement.

**REPLACEMENT BREATHING APPARATUS CYLINDERS**

Previous approval was given for part funding of replacing steel cylinders with lightweight carbon fibre type for use with breathing apparatus. The funding provided enabled the brigade to purchase 322 of the 450 needed to maintain an adequate stock for front line fire fighting and support appliances, training, servicing and held in reserve. A further 128 cylinders are required to complete the scheme. The major difference between the steel and carbon fibre cylinders is the weight. BA sets with steel cylinders weighed 17.5kg and with the carbon fibre type 80% 11.2kg, a reduction of 6.3kg or about 1 stone. The reduction dramatically reduces the burden carried by firefighters in stressful situations and will undoubtedly reduce the instances of back and other muscular-skeletal problems amongst firefighters which could and do result in early retirement.

**WATER TENDERS**

There has been an agreed policy over the last 11 years to replace the Water Tender fleet on a 12 year replacement programme. This results in purchasing 3 appliances per year.

The criteria for this programme is based upon best value for money in that it is not economic to refurbish 12 year old vehicles, and it is also difficult to obtain spares for a vehicle of that age. In addition, old vehicles do not conform to modern day standards, eg exhaust emission, braking standards and fuel efficiency, and are therefore more costly to maintain. To extend the 12 year programme will undoubtedly increase revenue costs significantly.

It is also recommended that due to the significant increase in vehicle use over the last 14 years and the projected upward trend, consideration should be given in the next few years to reducing the vehicles' life span from 12 to 10 years, and monitoring will continue.

These vehicles are essential to maintain the fleet, on a 24 hour 365 days per year in order to meet the Brigade's statutory obligation and should capital funding not be approved, a base finance package is an alternative. Berkshire appliances are the second most busiest of the County brigades throughout England and Wales.

1998/99	£370,000
1999/2000	£390,000
2001/2002	£390,000

## **HIGHLY DESIRABLE**

### **FIREHOUSE HEATING SYSTEM**

As part of the operational firefighters training needs, it is necessary for the crews to rehearse and practice techniques of search, rescue, handling equipment, breathing apparatus and command and control arrangements in realistic conditions. Currently heat and smoke are generated by burning timber and paper in special burn areas within the Brigade's Firehouse complex to replicate the conditions in which firefighters have to operate to competently achieve tasks. Firefighters need to experience high temperatures to the body and high levels of obscuration considered to be essential to effective firefighter training.

The current method of operating the firehouse creates a number of problems. The firehouse operation creates an environmental problem both internally and externally by producing hazardous pollutants. These provide health risks to fire service staff and nuisance to the surrounding neighbourhood. The current operational firehouse heating system is not easily controllable and provides some hostility to the instructors who work in this environment.

Although a number of measures have been put in place in an endeavour to improve the situation, it is considered that by part conversion to a gas fired heating system with the application of mainly artificial smoke, this will reduce the hazards and effect that are currently experienced, as well as reducing the damage that fire currently causes to the building and contributing to the longevity of the complex itself.

The thrust of the Home Office and the Health and Safety Executive is to train firefighters in realistic conditions within a framework of controls to ensure satisfactory levels of safety. The implications if this work is not undertaken is that the operation of the firehouse may have to cease or be seriously reduced, meaning that the operational training plan becomes ineffective. Alternatively, should the Brigade persist with current arrangements, pollution may well bring prosecution or litigation.

### **IMPROVED REALISTIC FIRE TRAINING INCLUDING FLASHOVER SIMULATOR**

Over a number of years it has been acknowledged and supported by the Home Office that the initial and ongoing training of firefighters should include a high degree of realism. This realism should take into account experiencing the physiological effects of heat, working in smoke with high levels of obscuration and to experience and extinguish real fires. This has been reinforced again in recent times by the Home Office with a series of Fire Service Circulars and Dear Chief Officer Letters. This is also an opinion held by the Health and Safety Executive and can be seen from actions it has taken in response to specific incidents in other Brigades.

The Home Office is endeavouring to pursue with Fire Brigades the "Safe Person Concept" with particular emphasis in training in respect of certain fire phenomenon, mainly flash-over, backdraught, rapid fire growth and control by ventilation.

Previously the Brigade has been fortunate enough to have had permission to undertake real fire training in buildings that had been due for demolition. This opportunity still arises from time to time, but health and safety risk assessment results in a very labour intensive operations with the number of safety personnel required and the risk of environmental pollution, these factors make such training prohibitive.

The Brigade's own hot training facility at Whitley Wood can only have fires lit in designated areas and there can be no introduction of water for fighting, both would result in damage to the building. However, developments over a number of years allow for fire simulators which use live fire to be installed into existing firehouses. A high degree of realism can be introduced into training, enabling operational personnel the opportunity to either be taught or practice fire fighting techniques and operational systems of safe practice. This would be undertaken in a framework of assessable competence and enhanced safety as the scenarios are fully controllable by the instructor in charge.

### **INCREASED ACCOMMODATION AT TRAINING CENTRE**

The present Training Centre accommodation located at Whitley Wood, Reading, is insufficient to house any additional staff and students. Additional accommodation will be needed to deal with the increase in posts in the training department proposed in the Brigade's new structure.

The additional posts are necessary to meet the national pressures on fire service training as confirmed by the Brigade's Health and Safety Project Team. The need is heightened by the imminent loss of Shire Hall which was used by the Brigade as an overflow for training courses and seminars when the Training Centre was fully booked.

In addition there is no catering facility at the Training Centre and this function was also provided by Shire Hall for both Brigade and commercial students.

To accommodate the whole of the Brigade's training department on one site would relieve accommodation pressures at other Brigade premises as well as making control of training more efficient.

It is not known whether the Whitley Wood site could be adapted and the existing building extended to make these changes, or whether alternative accommodation would have to be sought elsewhere.

**AGENDA ITEM 8 : APPOINTMENTS OF TREASURER AND CLERK**

**To:** Royal Berkshire Fire Authority  
**Date:** 9 December 1997  
**From:** Appointments' Panel

**A PURPOSE OF REPORT**

To advise the Authority of the decisions of the Appointments' Panel in respect of the appointments of Treasurer and Clerk.

**B PROPOSED ACTION**

The Authority is requested to NOTE the report.

**C FINANCIAL IMPLICATIONS OF PROPOSED ACTION**

The Authority has previously been advised that the costs of the 2 posts are estimated at between £14,400 and £18,200 per annum.

**D SUPPORTING INFORMATION**

1 At its first meeting, the Authority established a panel of 3 suitably skilled Members (Councillors Brooks, Connolly and Mills) to make, on behalf of the Authority, the appointments of the Clerk/Monitoring Officer and Treasurer having:

- i considered written applications
- ii shortlisted candidates for interview
- iii interviewed shortlisted candidates.

2 The Panel met on 1 December 1997.

**Appointment of Treasurer to the Combined Fire Service Fund**

3 The Panel considered the applications received, and interviewed one candidate. On behalf of the Authority, the Panel appointed Mr D H Illingworth (formerly Treasurer of Wokingham District Council) as Treasurer to the Combined Fire Service Fund, with effect from 1 December 1997, for the period until 31 March 2000.

**Appointment of Clerk to the Authority**

4 The Panel was advised that following advertisement of the post, in accordance with the personnel protocols developed by the Berkshire Authorities, no applications for the appointment had been received. The County Fire and Emergency Planning Officer had also invited the constituent councils' Chief Executives to consider again the possibility of one of their officers undertaking the role of Clerk/Monitoring Officer to the Authority, in addition to their existing duties. No expressions of interest had been received.

5 In the absence of any applications, the Panel, on behalf of the Authority, appointed Mr D K H Over (County Solicitor, Berkshire County Council)

and Mr R F Penfold (Assistant Director - Transition, Berkshire County Council) as Joint Acting Clerks of the Fire Authority until 31 March 1998 or a substantive appointment, whichever is the sooner.

- 6 The Panel also instructed that the post be advertised further and that enquiries again be made of the constituent councils as to the possibility of a suitably qualified officer being made available to undertake the role.

## **E BACKGROUND PAPERS**

Agenda & Minutes: Appointments Panel - 1 December 1997

**Contact Officer:** Roger Penfold, Joint Acting Clerk (0118) 923 3103

**AGENDA ITEM 9 : ROYAL BERKSHIRE FIRE AUTHORITY - ESTABLISHMENT SCHEME**

**To:** Royal Berkshire Fire Authority  
**Date:** 9 December 1997  
**Officers Contributing:** Chief Fire Officer

**A PURPOSE OF REPORT**

To propose the Royal Berkshire Fire Authority's Establishment Scheme to the Secretary of State.

**B PROPOSED ACTION**

The Authority is invited to RESOLVE that the Establishment Scheme as shown in Appendices A to C be submitted to the Secretary of State.

**C FINANCIAL IMPLICATIONS OF PROPOSED ACTION**

The cost of the proposed establishment scheme is included within the 1998/99 proposed budget.

**D SUPPORTING INFORMATION**

- 1 The Berkshire Fire Services (Combination Scheme) Order 1997 requires that the Authority shall submit an establishment scheme for its area to the Secretary of State, in accordance with Section 7 of the Fire Services Act 1959, by 31 December 1997. The establishment scheme sets out the number of uniformed personnel, both whole time and retained, the number of fire fighting appliances and the number of fire stations.
- 2 . The proposed establishment scheme is attached as Appendices A to C and incorporates the recommendations of the Management Structure and Budget Working Parties, which met on 1 December 1997.

**E BACKGROUND PAPERS**

- 1 The Berkshire Fire Services (Combination Scheme) Order 1997
- 2 Agenda & Minutes: Fire & Rescue Service Management Structure Working Party - 1 December 1997

**Contact Officer:** D J Harper, Chief Fire Officer (0118) 932 2225

ROYAL BERKSHIRE FIRE AUTHORITY

WHOLETIME UNIFORMED ESTABLISHMENT AND STRENGTH  
(EXCLUDING CONTROL ROOM STAFF) WITHIN BRIGADE AT 1 APRIL 1998

	HQ + DIVISIONS + STATIONS	
	CURRENT	PROPOSED
CFO	1	1
ACO	3	2
SDO		1
DOI	3	3
DO II	6	5
DO III	2	1
ADO	13	13
STN O	28	26
SUB O	56	60
LF	61	62
Ff	260	262
TOTAL	433	436

CONTROL ROOM ESTABLISHMENT AND STRENGTH AT 1 APRIL 1998

	WHOLETIME	
	CURRENT	PROPOSED
PFCO	1	
GFCO	1	1
FCO	1	1
SFCOp	5	6
LFCOp	8	8
FCOp	14	14
TOTAL	30	30

ROYAL BERKSHIRE FIRE AUTHORITY

RETAINED UNIFORMED ESTABLISHMENT  
(INCLUDING WHOLETIME STAFF ON SEPARATE RETAINED CONTRACTS AT 1 APRIL 1998

There is no change to present structure

	Retained establishment in 24 hour units of cover	Total retained strength (Sum of columns 4 to 8)	Total retained strength in units (1)	Numbers of retained firefighters (2) (Strength) providing:			Number of wholetime firefighters on separate retained contracts (4) (Strength)	Volunteers (Strength)	Members of private brigades (Strength)	Local fire units (Strength)
				100% Cover (3)	75% Cover (3)	50% Cover (3)				
1		2	3	4	5	6	7	8	9	10
ADO										
STN O										
SUB O	13	13	11½	10		1	2			
LF	26	29	23¼	7	21		1			
Ff	117	123	93¾	14	101	2	6			
TOTAL	156	165	128½	31	122	3	9			

ROYAL BERKSHIRE FIRE AUTHORITY  
 NUMBER OF APPLIANCES AT STATIONS AT 1 APRIL 1998

There are no changes in the number of appliances

Duty System	Pumps		Special Appliances (Excluding L4Ps)					
	Water Tender	Land Rover (L4Ps)	Primary Crewed			Alternative Crewed		
	Ladders Etc		Rigid Appliance	Prime Movers	Pods	Rigid Appliance	Prime Movers	Pods
Wholetime	11		2			5 includes boat	1	3
Retained	12	1					1	1
Day-Crewed								
Nucleus	1							
Volunteer								
Private Brigades								
Local Fire Units								
Total	24	1	2			8	2	4

NUMBER OF FIRE STATIONS BY DUTY SYSTEM AT 1 APRIL 1998

Wholetime	Retained	Day-Crewed	Nucleus	Volunteer	Private Brigades	Local Fire Units	Total
10	9		1				20

**AGENDA ITEM 10 : COMPREHENSIVE SPENDING REVIEW:  
WORKING TOGETHER - OPTIONS FOR  
COLLABORATION & RE-ORGANISATION IN  
THE FIRE SERVICE**

**To:** Royal Berkshire Fire Authority  
**Date:** 9 December 1997  
**Officers Contributing:** Chief Fire Officer

**A PURPOSE OF REPORT**

To advise Members of the Home Office's Comprehensive Spending Review of the Fire Service.

**B PROPOSED ACTION**

The Authority is invited to NOTE the report.

**C FINANCIAL IMPLICATIONS OF PROPOSED ACTION**

There are no financial implications.

**D SUPPORTING INFORMATION**

- 1 It has been confirmed that the Fire Brigade is to be included within the Government's recently announced Comprehensive Spending Review. The exercise will involve Ernst & Young and is expected to draw heavily on the conclusion and recommendations of the Audit Commission's report "In the Line of Fire" published in February 1995.
- 2 Notification has been received that the review will in particular examine the following areas:
  - the scope for inter-brigade collaboration as a means of improving efficiency. It includes joint specifications, procurement and maintenance of appliances and other equipment, sharing of Control Room facilities and improving utilisation of training capacity;
  - the scope for shared facilities and common areas of working between fire brigades and other emergency services;
  - the advantages and disadvantages of amalgamation of brigades as a way of seeking to reduce management costs and to improve operational effectiveness.
- 3 The appointed consultants are currently engaged in an information gathering exercise with all brigades and, at the time of preparing this report, a Home Office consultation document is awaited with a formal response period believed to be by the end of January 1998. At this stage, it is not known when the Government anticipates the publication of the results of the review.

- 4 Members will be appraised of the situation as it develops and the Chief Fire Officer anticipates being in a position to give an oral update during the meeting.

**E BACKGROUND PAPERS**

Letter from the Home Office dated 6 October 1997

**Contact Officer:** D J Harper, Chief Fire Officer (0118) 932 2225

**AGENDA ITEM 11: MINUTES OF SUB-BODIES**

**To:** Royal Berkshire Fire Authority  
**Date:** 9 December 1997  
**Officers Contributing:** Joint Acting Clerk

**A PURPOSE OF REPORT**

To advise the Authority of meetings of sub-bodies since the last meeting.

**B PROPOSED ACTION**

The Authority is invited to NOTE the report.

**C FINANCIAL IMPLICATIONS OF PROPOSED ACTION**

There are no financial implications.

**D SUPPORTING INFORMATION**

1 The following sub-bodies have met since the last meeting of the Authority:

Appointments Panel - 1 December 1997  
Budget Working Party - 1 December 1997  
Fire & Rescue Service Management Structure Working Party - 1  
December 1997

2 Minutes of the meetings are available for inspection, on request, from the Joint Acting Clerk.

**F BACKGROUND PAPERS**

Agenda and Minutes of sub groups as indicated on the Schedule.

**Contact officer:** Roger Penfold, Joint Acting Clerk (0118) 923 3103

**AGENDA ITEM 12 :****EXCLUSION OF THE PUBLIC**

**To:** Boyal Berkshire Fire Authority  
**Date:** 9 December 1997  
**Officers Contributing:** Legal Adviser

The Joint Committee is invited to **RESOLVE:** That, under Section 100A(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs of Part I of Schedule 12A of the said Act indicated:

<b>Agenda Item</b>	<b>Paragraph</b>
13 Part II Minutes : 25 November 1997	9

- Note: 1 The Authority is committed to open government and, wherever possible, meetings are open to the press and public. However, on occasions, it is necessary for the consideration of some reports to be undertaken in private. This is called "Part II" of the meeting.*
- 2 The item above on the agenda has, therefore, been put into Part II. Information on why this issue has been placed in Part II is available from Colin Preston on (0118) 923 3102. A Part I summary of the action taken will be available in the minutes of the meeting.*

Confidential - Exempt Information  
Section 100A(4) Local Government Act 1972

AGENDA ITEM : 13

ROYAL BERKSHIRE FIRE AUTHORITY: 25  
NOVEMBER 1997 PART II MINUTES

**1.15/97      ROLE AND RESPONSIBILITIES OF CLERK/MONITORING OFFICER**

The Authority received a report (Agenda item 5F - not reproduced) with proposals covering the role and responsibilities of a Clerk/Monitoring Officer to the Fire Authority.

The Authority were reminded that at the moment they were without a Clerk/Monitoring Officer and so far in the recruitment process no applications had been received.

**RESOLVED:** That the post of the Clerk/Monitoring Officer, as proposed in the report, be approved at the salary of £7,400 - £9,200 per annum, for 50 working days per year.

**1.16/97      ROLE AND RESPONSIBILITIES OF TREASURER**

The Authority received a report (Agenda item 5G - not reproduced) containing proposals covering the role and responsibilities of Treasurer to the Authority.

**RESOLVED:** That the role of Treasurer, as proposed in the report, be approved at a salary of £5,000 - £6,500 per annum, for 40 days per year.

**1.16/97      PROVISION OF FINANCIAL SERVICES**

The Authority received a report (Agenda item 5H - not reproduced) proposing the extension of Berkshire County Councils contract with CSL Managed Services for the provision of financial services to the Authority. It was emphasised that the contract was for a two year period and that the issue of future provision of this service was a matter that, at some appropriate time, could be reconsidered by the Authority.

**RESOLVED:** That the contract with CSL Managed Services Ltd for the provision of financial services to the Authority be extended for a two year period.