

## MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY (PART I)

Held on Wednesday 10 December 2008

Council Chamber, Town Hall, Slough Borough Council, Bath Road,  
Slough, Berkshire, SL1 3UQ



### Those

#### present:

Councillor Mrs Christine Bateson	Councillor Phillip Bicknell
Councillor Chris Bowring	Councillor Mrs Prue Bray
Councillor Dr Paul Bryant ( <i>Chairman</i> )	Councillor Colin Dudley
Councillor Shafiq Chaudhry	Councillor Adrian Edwards
Councillor Mrs Sue Evans	Councillor Paul Gittings
Councillor Chris Harris	Councillor Mrs Pauline Helliar-Symons
Councillor Peter Jones	Councillor John Lenton
Councillor Iain McCracken	Councillor Mrs Kathy Newbound
Councillor Fred Pugh	Councillor Angus Ross
Councillor Alan Ward ( <i>part meeting</i> )	Councillor Miss Emma Webster
Councillor Sean Wright	

### In

#### attendance:

Iain Cox (Chief Fire Officer)  
George Cross (Area Manager, Support Services)  
Lynda Kenyon (Committee Manager)  
Andy Mancey (Area Manager, Response)  
Paul Southern (Assistant Chief Fire Officer)  
Caroline Redzikowska (Clerk and Monitoring Officer)  
Kathie Summers (Senior Personnel Adviser, Equality and Diversity)  
Nicole Targett (Corporate Communications Manager)  
Andrew Vallance (Authority Treasurer)  
David Wallace (Director of Human Resources)

#### Observers:

Officers, Royal Berkshire Fire and Rescue Service  
Fire Brigades Union representatives  
Mr Albert Gregory (Independent Chairman, Standards Committee)  
Mr Richard Coates (Horton Parish resident)  
Members of the public

### 04.01.08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Andrew Bradley, Councillor Geoff Findlay OBE and Councillor Jagjit Grewal. Apologies were also received from Councillor Alan Ward who would be late to the meeting. Councillor Jeff Brooks subsequently conveyed his apologies for not attending.

### 04.02.08 DECLARATION OF INTERESTS

Councillor Angus Ross declared a personal interest as the Fire Authority's representative and Board Member on the South East Fire and Rescue Service Control Centre Ltd (SEFRCCCL), in respect to Agenda Item 18 (South East Fire and Rescue Service Control Centre Ltd (SEFRCCCL)). No further Declarations of Interest were made.

### Action

#### **04.03.08 MINUTES OF THE MEETING HELD ON 8 OCTOBER 2008**

The Part I Minutes of the last meeting held on Wednesday 8 October 2008 were received and **Approved** as a correct record for signing by the Chairman, **subject to the following amendments:**

- 03.02.08 (Declarations of Interest) - amend second sentence to now read "He (*Councillor Angus Ross*) stated that he would, therefore, not be taking part in any debate on, but would be presenting, Agenda Item 21."
- 03.15.08 (2008/09 Budget Monitoring) - amend date in first sentence to now read "September 2008".

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

- 03.03.08 (Minutes of the meeting held on 25 June 2008) - the Chief Fire Officer confirmed that the Members' Family Day would be re-arranged to take place in the Spring (2009).
- 03.14.08 (Standards Committee - Revised Terms of Reference) - the Clerk and Monitoring Officer advised that she had undertaken some research into the granting of dispensations and whether these could be dealt with by correspondence rather than by calling a meeting, however she had yet to reach a firm conclusion, and would report back with conclusive advice.
- 03.16.08 (Standards Committee - Annual Report (2007/08)) - the Clerk and Monitoring Officer confirmed that she was progressing the respective actions, and that Members had now received an updated Register of Interests form to complete and return to her.
- 03.19.08 (Royal Berkshire Fire and Rescue Service After the Incident Quality of Service Survey 2007/08) - the Chief Fire Officer advised that, as the costs of the Survey were subsumed within the Fire and Rescue Statistical Review subscription which offered very good value for money, there were no cost benefits to the Fire Authority of carrying out this Survey in-house.

**CMO**

#### **04.04.08 MINUTES OF STANDING COMMITTEES, WORKING PARTIES AND OTHER GROUPS**

The Fire Authority was advised of the meetings of the Audit Committee, Community Safety Forum, Executive Committee, Fire Liaison Group, Integrated Risk Management Plan Working Party, Overview and Scrutiny Committee, Property and Property Resources Committee, and the Standards Committee that had taken place since reported to the last meeting of the Fire Authority on 8 October 2008.

**The Fire Authority Noted** the Minutes of the Standing Committees, Working Parties and other Groups.

#### **04.05.08 PETITIONS AND QUESTIONS UNDER STANDING ORDERS 19 & 25**

**The Fire Authority Noted** that no Petitions had been received under Standing Order 19.

The Chairman reported that one Question had been received under Standing Order 25 from Mr Richard Coates (Horton Parish resident). At the invitation of the Chairman, Mr Richard Coates put his question:

- *“I previously asked a question at the 2007 Authority meeting on 10 October to which I did not receive a reply either verbal or written on the current Brigade policy of refusal to immediately send standby fire engines to Slough whenever both Slough pumps are mobilised to an incident. In the light of the Fire Authority decision to remove either the Windsor pump during night hours or transfer one of Slough’s front line pumps, will the Berkshire Fire Authority scrap the current policy of waiting fifteen minutes before sending a stand-by engine to Slough at normal road speeds when both Slough engines are sent out on an incident? If either the Windsor or Slough pump are removed during the night time periods, the current mobilising policy leaves the Slough and Windsor communities without any immediate fire cover for periods of twenty minutes at a time whenever two pumps are mobilised, which amounts to a total of six nights per year based on current Brigade turnout statistics between the hours of 2000hours and 0800hours. Surely this is unacceptable and unreasonable?”*

The Chairman provided the following response:

- *“The Royal Berkshire Fire Authority, by the adoption of their Integrated Risk Management Plan, has decided to close Windsor Fire Station at night, between the hours of 20:00 and 08:00. This decision is, however, subject to the outcome of the forthcoming Judicial Review. This is just one element of a county wide plan. The Integrated Risk Management Plan makes no proposal to transfer one pump from Slough Fire Station.*

*The Fire and Rescue Authority operates a published Appliance Standby Policy. The policy provides guidance to Control Room staff on making standby moves of appliances into six designated “key” fire stations when the home appliance or appliances are committed away from the key station. Station 17 Slough is one such key station. The guidance is not mandatory and is explicit in stating that the guidance may be varied at the discretion of the Mobilising Officer taking into account the prevailing circumstances.*

*Standby moves are not generally made to cover non key fire stations when their appliances are unavailable.*

*The Guidance provided in respect of Station 17 Slough is as follows:*

*“Standby moves should be made into Slough Fire Station for all calls that take both appliances off the station ground. In addition where 17P1 and 17P2 are committed to an incident, standby moves should be considered for all calls that delay both pumping appliances 15 minutes or more. Standby moves should also be considered, for confirmed incidents, in the rush hours of 0700 to 0900 and 1630 to 2000.”*

*The “15 minute” criteria within the guidance is not unique to Slough, but is provided to minimise the number of unnecessary appliance movements in response to false alarms and minor incidents.*

*Royal Berkshire Fire and Rescue Service fire appliances proceed at normal*

*road speed to all non emergency incidents, including when en route to standby. This is to ensure that road risks to staff and public alike are minimised and other road users are not unnecessarily inconvenienced.*

*At no time are any communities in Berkshire left without immediate emergency cover when their nearest appliance is unavailable. Emergency cover will be provided by the next nearest available appliance, either from their home station or whilst en route to standby.*

*The Appliance Standby Policy is considered to be in line with best practice; similar policies are common throughout the Fire and Rescue Service. As with all Authority policies, the Appliance Standby Policy is subject to regular review, updating and amendment. There are no current plans to make any significant changes to the policy.*

*Mr Coates, in submitting his question to the Fire Authority, also stated that he had asked a question at the Fire Authority's meeting on 10 October 2007 regarding standby appliances, to which he had not received a reply, either verbally or written. I can confirm that I wrote to Mr Coates on this subject on 2 November 2007."*

Mr Richard Coates asked one supplementary question relating to his concern that, in the event of a large or major incident, core cover was reduced in other sectors when appliances were moved from these areas to support the incident, and he made reference to his concerns that this had been the case in Windsor recently. The Chief Fire Officer stated that there can be occasions when there might be fewer appliances in a particular part of the County due to a large incident, however to ensure effective management across the County, dynamic mobilising was actioned, as required, and Control staff used their professional judgement to ensure appropriate cover was maintained throughout the County. The Chief Fire Officer confirmed that he would provide a more detailed written response to Mr Richard Coates.

CFO

#### **04.06.08 CHAIRMAN'S COMMUNICATIONS**

##### **Councillor Alan Ward joined the meeting during the Chairman's Communications.**

- a) The Chairman reported that he had recently attended a Phoenix Project Passing Out Parade and that he had been extremely impressed with the standards achieved.
- b) The Chairman stated that he had, with the Vice-Chairman and the Authority Treasurer, visited Westminster recently to lobby against the Local Government finance settlements for the next two years, and that a group of MPs, including Mr Richard Benyon (MP for Newbury), would be taking this issue to the Minister to lobby on behalf of Fire Authorities. In response to Councillor Shafiq Chaudhry, the Chairman advised of the responses received from the Berkshire MPs.
- c) The Chairman advised of the intention to publish photographs of each of the Fire Authority Members on the Royal Berkshire Fire and Rescue Service's website to raise public awareness of who the Fire Authority Members were,

but that should any Members not wish that their respective photographs be used, to advise him accordingly.

- d) The Chairman reiterated the need for Members to notify Officers should they be either delayed or not able to attend a meeting of the Fire Authority, as there had been occasion recently when meetings could not take place as they were not quorate. The Chief Fire Officer advised that incoming telephone calls made out of office hours to the Headquarters' switchboard were automatically transferred through to Control, and that messages regarding Members' attendance at a meeting could be relayed by Control.

#### **04.07.08 QUESTIONS FROM MEMBERS UNDER STANDING ORDER 30**

**The Fire Authority Noted** that no Questions had been received from the Fire Authority Members under Standing Order 30.

#### **04.08.08 NOTICES OF MOTION UNDER STANDING ORDER 44**

**The Fire Authority Noted** that no Notices of Motion had been received under Standing Order 44.

#### **04.09.08 EQUALITY - LEGAL RESPONSIBILITIES**

Councillor Mrs Prue Bray, as the Fire Authority's Equality and Diversity Champion, introduced Kathie Summers (Senior Personnel Adviser, Equality and Diversity) who gave a presentation entitled 'Equality - Legal Duties' (*copy available from the Committee Manager*) in which she outlined the legal duties of the Fire Authority in relation to the six Equality Strands of race, gender/marital status, disability, sexual orientation, religion and age. She identified the main pieces of legislation involved, and outlined 'general' and 'specific' statutory duties of public Authorities in relation to equality. Kathie Summers also described the People Impact Assessment process which was being applied to the services provided by the Royal Berkshire Fire and Rescue Service using the example of a Home Fire Risk check. She ended by explaining the Local Government Equality Standard which has been adopted by the Fire Authority as a means of demonstrating that it is discharging its general duty to eliminate discrimination and harassment and to promote equality and good community relations.

In response to Members' questions, Kathie Summers confirmed that the Fire Authority's Equality Schemes were reviewed every three years, and that to enable the Schemes to be collectively reviewed, work was being carried out to amalgamate the Schemes into a single Equality Scheme. She also confirmed that she did not believe that if the Fire Authority was measured solely on the three statutory Equality Standard strands, it would achieve Level 3 (Equality Standards) any earlier.

The Chairman conveyed his thanks to Kathie Summers for an informative presentation.

#### **04.10.08 REVIEW AND REVISION OF THE STRATEGIC AIMS OF THE FIRE AUTHORITY AND THE BRIGADE CHARTER**

The Fire Authority was invited to consider the proposed amendments to the six

Strategic Aims of the Fire Authority and the Brigade Charter following an internal review.

In response to Members' questions, the Chief Fire Officer confirmed that, although there was a suite of Performance Indicators linked to the Aims of the Authority, it would be difficult to quantify an overall single performance rating. He also confirmed that the 'Expectations of Managers' could be considered for inclusion within personnel contracts, subject to consultation. With regards to the availability of appropriate performance management tools, the Chief Fire Officer stated that there was a suite of internal tools available for Managers, that appropriate training was provided for Managers, including the Transformational Leadership Project, and that the Royal Berkshire Fire and Rescue Service had invested heavily in providing soft skills to Managers.

In support of whether the 'Charter' should be known as the 'Brigade Charter' or the 'Royal Berkshire Fire and Rescue Service Charter', the general steer from Members was that it should be known as the 'Brigade Charter'.

#### **The Fire Authority:**

- **Agreed** the amended Strategic Aims, to be now known as the Strategic Commitments', and the Brigade Charter, as presented.
- **Noted** the 'Expectations of Managers'.

#### **04.11.08 IRMP 2008/09 ACTION PLAN; WOKINGHAM PROJECT**

The Fire Authority was advised by the Assistant Chief Fire Officer (ACFO) of the progress of the 'Initiate Windsor/Wokingham Project', as referenced in the 2008/09 IRMP (Integrated Risk Management Plan) Action Plan.

The Clerk and Monitoring Officer advised Members that, in her opinion, as the presented report only sought to progress the building project at Wokingham Fire Station, Members did not have any conflicts of interest. The Vice-Chairman felt that, in light of the Judicial Review, The Royal Borough of Windsor and Maidenhead Members might wish to abstain from voting on the Recommendations. The Clerk and Monitoring Officer advised that it was for each individual Member to decide whether or not they had an interest to declare in accordance with the Fire Authority's Code of Conduct.

The Assistant Chief Fire Officer conveyed his thanks to the Fire Brigades Union for their partnership working which had realised an agreement regarding the implementation of the further day shift system at Wokingham Fire Station, and this was acknowledged by Councillor Angus Ross.

Members considered the report and both discussion took place and questions were put, during which Councillor Alan Ward asked the Chairman to uphold procedural order in terms of rules of debate.

Councillor Iain McCracken suggested that Recommendation 2b (*"That the project to undertake alterations to Wokingham Fire Station to accommodate 24-hour crewing be progressed up to contract letting"*) be amended to allow a review of the project prior to the initial tendering. Councillor John Lenton did not believe that it

would be prudent, financially, for the Authority to proceed with the tendering process should the accommodation proposals at Wokingham Fire Station need to be re-considered if the Judicial Review did not find in favour of the Fire Authority.

In response to Members' key questions and points of clarity, the Chief Fire Officer and Assistant Chief Fire Officer:

- Confirmed that the presented report was not conditional on the outcome of the Judicial Review, and that the arrangements to staff Wokingham Fire Station 24-hours a day were currently dependent upon releasing crews from Windsor Fire Station, the future of which remained under review pending the outcome of the Judicial Review Hearing due to take place in early 2009.
- Reiterated that there were no alternative definitive plans currently in place and that further options would be presented to the Authority for consideration should the Judicial Review not find in favour of the Fire Authority,
- Gave assurances that environmental regulations would be complied with, and exceeded where possible.
- Confirmed that the Station Manager at Wokingham Fire Station had been fully engaged throughout the process and that crewing levels would be appropriately managed in terms of the accommodation facilities.
- Stated that, should Members choose to defer this matter to a subsequent meeting, this would delay the Integrated Risk Management Plan and might have a bearing on the Fire Authority's Comprehensive Performance Assessment measurement against its standards. In considering the deferral of the presented Recommendations to a future meeting, Councillor John Lenton supported a deferral and Councillor Mrs Pauline Helliard-Symons did not.

Councillor Jones moved that the question be now put, and this was seconded by Councillor Mrs Prue Bray, and was carried.

Councillor Mrs Prue Bray moved that an amendment to Recommendation 2b) to now read "That the project to undertake alterations to Wokingham Fire Station to accommodate 24-hour crewing be approved to tender stage", and that there be a further Recommendation to read "That a further report be submitted to the Fire Authority prior to the tender stage". This was seconded by Councillor Mrs Pauline Helliard-Symons, and was carried.

#### **The Fire Authority:**

- **Noted** the presented report.
- **Agreed** that the project to undertake alterations to Wokingham Fire Station to accommodate 24-hour crewing be approved to tender stage.
- **Agreed** that a further report be submitted to the Fire Authority prior to the tender stage.

**ACFO**

**The Chairman adjourned the meeting at 2025 hours and re-convened it at 2034 hours.**

#### **04.12.08 IRMP 2008/09 ACTION PLAN; DEE ROAD TO CAVERSHAM ROAD PROJECT**

The Assistant Chief Fire Officer advised of the progress of the 'Initiate Caversham Road Project' as referenced in the 2008/09 IRMP Action Plan, and he referred specifically to the indicative outline plans for Caversham Road Fire Station, the compulsory Purchase Order, and the risk mapping undertaken by Occupational Research Health (ORH). In referring Members to the risks, he recommended that this project be postponed until further risk analyses are undertaken to confirm the impacts of the project.

Councillor Peter Jones moved that the Recommendations be approved, and this was seconded by Councillor Miss Emma Webster, and was carried.

In response to a question from Councillor Fred Pugh, the Chief Fire Officer confirmed that he, together with the Clerk and Monitoring Officer, were compiling an objection to the compulsory Purchase Order and would be seeking clarity as to exactly what plans Network Rail had for the Reading Rail Station project which might impact on the grounds of Caversham Road Fire Station. He agreed to circulate timely and succinct briefing notes to Members to advise and update them on this matter.

CFO

#### **The Fire Authority:**

- **Noted** the presented report.
- **Agreed** that the project to relocate the Dee Road fire crews and appliance to Caversham Road Fire Station be postponed until further risk assessments are undertaken.

#### **04.13.08 IRMP 2008/09 ACTION PLAN; TWYFORD/WARGRAVE PROJECT**

The Assistant Chief Fire Officer advised of the progress of the 'Initiate Twyford/Wargrave Project' as referenced in the 2008/09 IRMP Action Plan, and he referred specifically to the opportunity to purchase the whole, or part, of an existing commercial property, as detailed at Appendix B of the presented report.

Councillor Phillip Bicknell moved that the Recommendations be approved, and this was seconded by Councillor Mrs Emma Webster, and was carried.

#### **The Fire Authority:**

- **Noted** the presented report.
- **Agreed** that the Authority should continue to assess opportunities for relocating Wargrave Fire Station.

#### **04.14.08 2008/09 BUDGET MONITORING**

The Fire Authority was advised of the revenue and capital expenditure against budgets up to the end of October 2008. The Authority Treasurer reported that the 2009/10 Budget Sub Committee would be holding its inaugural meeting on 17 December 2008 when it would be considering the current underspend.

In response to Councillor Colin Dudley's grave concerns that the Recruitment and Retention Co-ordinator post had not yet been recruited to, and the impact this was duly having on the recruitment of Retained Duty System personnel, the Chief Fire Officer agreed to provide an update report to both the next Executive Committee and to the next Fire Authority meetings, to include what actions were being taken to rectify this issue.

**The Fire Authority Noted** the revenue and capital expenditure against budgets up to the end of October 2008.

#### **04.15.08 ENVIRONMENTAL REPORT 2008**

The Fire Authority was advised of the progress that had been made to improve Royal Berkshire Fire and Rescue Service environmental performance and arrangements, and George Cross (Area Manager, Support Services) referred Members to the ongoing work and the work being undertaken over the next six months.

George Cross agreed to advise the Vice-Chairman of the costs of the IEMA Environmental Foundation Course training course, together with the duration of the course. He confirmed that, through the delivery of the training, the imparted knowledge gained would be cascaded to other Officers. In response to Councillor John Lenton's request for assurance that the training costs would be recovered into direct cost savings, George Cross believed that savings would be achieved. With regard to energy savings' measures across the Royal Berkshire Fire and Rescue Service's estate, George Cross confirmed that financial energy savings would be realised through a number of quantified measures.

#### **The Fire Authority:**

- **Noted** the presented report.
- **Agreed** that the Fire Authority's Environmental Champion be appointed at the Annual meeting.
- **Agreed** that, in future, a Fire Authority Environmental update be provided on a six-monthly basis.

#### **04.16.08 UPDATE ON FREEDOM OF INFORMATION PUBLICATION SCHEME**

The Fire Authority was advised of the progress on the new Model Freedom of Information Publication Scheme, and Nicole Targett (Corporate Communications Manager) confirmed that the respective website links were currently being tested and checked, and that the go-live date on the website for the Scheme would be 24 December 2008.

Lincoln Ball (Station Manager, Technical) was invited, through the Chairman, to address the Fire Authority in response to Councillor Iain McCracken's suggestion that the Fire Authority be advised of the responses made to Freedom of Information requests. Lincoln Ball confirmed that, on the Royal Berkshire Fire and Rescue Service website, a disclosure log was available and that the information provided in response to the Freedom of Information requests was embedded

**CFO**  
Agenda  
11.02.09 /  
Executive  
Committee  
Agenda  
26.01.09

**Area  
Manager  
(Support  
Services)**

Standing  
Agenda Item  
(June)

Standing  
Agenda Item  
(6-monthly)

within this log. The Fire Authority supported Councillor Iain McCracken's suggestion, and it was **Agreed** that the responses should be presented to each meeting of the Executive Committee as a Standing Agenda Item.

Executive  
Committee  
Standing  
Agenda Item

In response to Councillor Mrs Prue Bray, Lincoln Ball confirmed that the cost of administering any Freedom of Information charges outweighed related costs in terms of Officers' time.

**The Fire Authority:**

- **Noted** the presented report.
- **Adopted** the Model Freedom of Information Publication Scheme.
- **Authorised** the Royal Berkshire Fire and Rescue Service Officers to activate the Scheme from 1 January 2009.
- **Agreed** that any required revisions to the Scheme be approved by the Executive Committee at its meeting on 26 January 2009.

Executive  
Committee  
Agenda  
(26.01.09)

**04.17.08 CHAIRMAN'S REPORT ON THE REGIONAL MANAGEMENT BOARD**

The Chairman stated, in response to Councillor Mrs Pauline Helliard-Symons, that he believed that Firebuy was now moving in the right direction in terms of working in the interests of Fire Authorities. The Authority Treasurer noted that savings were being made as a result of the Insurance activities that FireBuy were supporting.

**The Fire Authority Noted** the Chairman's report on the Regional Management Board.

**04.18.08 SOUTH EAST FIRE AND RESCUE SERVICE CONTROL CENTRE LTD (SEFRCCCL) UPDATE REPORT**

Councillor Angus Ross addressed the Fire Authority in his capacity as a Board Member on the South East Fire and Rescue Service Control Centre Ltd (SEFRCCCL). He advised of the recently announced delays to the FiReControl and Firelink projects which meant that the cutover for Berkshire into the South East Regional Control Centre had now been postponed from September 2010 to August 2011. He also advised that the draft Part 2 Business Case had now been published and would be considered at the South East Fire and Rescue Service Control Centre Ltd meeting on 9 January 2009, and he confirmed that the Projects' costs would continue to be underpinned by the Government until the revised cut-over dates.

The Chairman conveyed his thanks to Councillor Angus Ross for his continued work on behalf of the Fire Authority.

**The Fire Authority Noted** Councillor Angus Ross' update report on the South East Fire and Rescue Service Control Centre Ltd.

#### **04.19.08 DATE OF NEXT FIRE AUTHORITY MEETING:**

**The Fire Authority Noted** that the next meeting of the Fire Authority would take place on **Wednesday 11 February 2009 at 6.30pm** (Council Chamber, Bracknell Forest Borough Council, Easthampstead House, Town Square, Bracknell, Berkshire, RG12 1AQ).

The dates of the subsequent 2009 meetings will take place on:

- **Wednesday 24 June 2009 at 6.30pm (Annual Meeting)** (venue to be advised)
- **Wednesday 7 October 2009 at 6.30pm** (venue to be advised)
- **Wednesday 9 December 2009 at 6.30pm** (venue to be advised)

#### **04.20.08 FORWARD PLAN**

**The Fire Authority Noted** the Forward Plan.

#### **04.21.08 EXCLUSION OF THE PUBLIC**

**The Fire Authority:**

- **Resolved** that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information, as defined in the paragraphs of Part I of Schedule 12A of the said Act indicated, and is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information:
  - Part II Minutes of the meeting held on 8 October 2008 (*Paragraph 3*)

**Note: The following is a summary of the items considered in the Part II Agenda:**

#### **04.22.08 PART II MINUTES OF THE MEETING HELD ON 8 OCTOBER 2008**

The Part II Minutes of the last meeting held on Wednesday 8 October 2008 were received and Approved as a correct record, for signing by the Chairman.