

ROYAL BERKSHIRE FIRE AUTHORITY



Headquarters · 103 Dee Road · Tilehurst · Reading · Berkshire · RG30 4FS
Telephone Reading (0118) 945 2888 Facsimile (0118) 959 0510

Your reference:

My reference: RBFA/DRW
(please quote on all correspondence)

When calling ask for: David R Weller
Direct Line: (0118) 932 2288
E-Mail: wellerd@rbfrs.co.uk
Date: 6 October 2004

Dear Member

AGENDA FOR MEETING OF ROYAL BERKSHIRE FIRE AUTHORITY

I have pleasure in attaching your Agenda for the meeting of the Royal Berkshire Fire Authority to be held on **Wednesday 13 October 2004 in the Council Chamber at Wokingham District Council, Shute End, Wokingham commencing at 6.30pm**. A buffet will be provided in the Council Chamber.

The District Council Offices are situated in Shute End located between the A329 Reading Road and Broad Street. Access to the Offices is from Shute End and car parking is at the rear of the building as is the entrance to the Council Suite. A map showing the venue is reproduced overleaf.

For Members travelling from the west of the County it is suggested that you use the M4 Motorway and leave at Junction 10 and join the A329 (M) Motorway following signs to Wokingham and Bracknell. Leave the A329(M) at the Coppid Beech Flyover and take the third exit off the roundabout onto the A329 London Road (Signposted Wokingham). Follow the A329 London Road into Wokingham and continue into Peach Street, passing through the Market Place into Broad Street. Continue down Broad Street which then becomes Shute End and access to the District Council Offices is located on the left hand side just before the mini-roundabouts.

With the exception of those Members travelling from Bracknell who can use the A329 London Road from Bracknell to Wokingham, it is suggested that Members travelling from the east should also use the M4 Motorway and leave at Junction 10 joining the A329 (M) Motorway and then following the directions referred to in the previous paragraph. For Members travelling by train the Council Offices are situated at the top of Station Road.

Yours sincerely

A handwritten signature in cursive script that reads 'David R Weller'.

David R Weller
Committee Administrator

To: All Members of the Royal Berkshire Fire Authority

ROYAL BERKSHIRE FIRE AUTHORITY



Headquarters · 103 Dee Road · Tilehurst · Reading · Berkshire · RG30 4FS
Telephone Reading (0118) 945 2888 Facsimile (0118) 959 0510

MEETING: Royal Berkshire Fire Authority

DATE AND TIME: Wednesday 13 October 2004 at 6.30pm

VENUE: Council Chamber, Wokingham District
Council, Council Offices, Shute End,
Wokingham, Berkshire

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. A Buffet will be provided.

Rosemary J Lansdowne
Clerk to the Authority

To: MEMBERS OF THE ROYAL BERKSHIRE FIRE AUTHORITY

T Mills (Chairman), J C G Brooks (Vice-Chairman)
Christine Borgars (Leader of the Labour Group),
M Adams, Mrs C Bateson, Mrs P Bray, Dr P Bryant, Tom Crisp,
G S Findlay, John P Green, J S Grewal, D Howes, Mrs V Howes,
Owen E Jeffery, D MacIsaac, C Maskell, J E R Mole, Peter North,
B J S Patman, A J Ross, D J Smith, R Stanton, Simon Werner,
P Weston, D J Wilson

Briefing Meetings:

Conservative Group: 5.30pm – Committee Room 3 – Ground Floor
Labour Group: 5.30pm – Committee Room 4 - Basement
Liberal Democrat Group: 5.30pm – Committee Room 5 – First Floor

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**For Further Information regarding this meeting, please contact:
David R Weller: (0118) 932 2288 or E-Mail: wellerd@rbfrs.co.uk**

David Weller

From: David Weller
Sent: 04 October 2004 08:31
To: 'Angus (E-mail); 'Barrie (E-mail); 'Cdbateson (E-mail); Chris Maksell (E-mail); 'Chris. Maskell (E-mail); Christine Borgars (E-mail); 'Christine. Borgars (E-mail); 'Councillorgrewal (E-mail); 'David. E. Howes (E-mail); 'David. Macisaac (E-mail); 'Derekjohnwilson (E-mail); 'Dextersmith1 (E-mail); 'Fred. Pugh (E-mail); 'Gsfindlay (E-mail); 'J. Brooks (E-mail); 'James (E-mail); 'Jeff. Brooks (E-mail); 'Michael. Adams (E-mail); 'Mike. Adams (E-mail); 'Northpl (E-mail); 'Owen (E-mail); 'Paul. Bryant5 (E-mail); 'Prue (E-mail); 'Rob. Stanton (E-mail); 'Simon (E-mail); 'Terry. Mills (E-mail); 'Vicky. Howes (E-mail)
Cc: Duncan Morgan-Russell
Subject: FW: Member training
Importance: High
Sensitivity: Personal

Dear Councillor

I attach for your attention an invitation to attend the Members Autumn Technical Training Session on either 17 or 19 November 2004 - 09.00 to 13.00hrs at Brigade Headquarters. Further details below. Could I please encourage you to try and attend one of the two sessions.

Please let me know if you wish to attend and on which date - Thank you

David

09.30 L 10 on 17/19

Copy To: Councillor John P Green

-----Original Message-----

From: Duncan Morgan-Russell
Sent: 30 September 2004 16:11
To: David Weller
Cc: Guy Pegler
Subject: Member training

David

Please inform all CFA members that we have dates for their Autumn Technical Training: **17th and 19th November, both 0900 - 1300hrs at BHQ**

Subject:

Comprehensive Performance Assessment (CPA), an overview, both generally and of the Fire & Rescue Service process, and Elected Member duties/involvement.

We have booked, at some expense the HORSES MOUTH for this - the Audit Commission are doing the input. Every Member should make every effort to attend one of the 2 sessions

The dates are still 25% provisional as the presenter has to confirm with her boss, Molly Bickerstaff, that there is no conflict of interest between inspector (Them) and the victim (Us) - I told you they're the HORSES MOUTH!!!

Also, I have to get permission to spend the considerable money.

Duncan Morgan-Russell
Assistant Divisional Officer (Executive Support)
0118 9322238
07774 215664
morgan-russell@rbfrs.co.uk

**NOTE TO: COUNCILLOR TERRY MILLS, FIRE AUTHORITY
CHAIRMAN**

Mr Mills

AGENDA ITEM 6: CHAIRMAN'S COMMUNICATIONS

Under Agenda item 6 could you please draw Members attention to my E-Mail dated 4 October inviting them to attend the Members Autumn Technical Training Session on either 17 or 19 November 2004 at Brigade Headquarters commencing at 9.30am for a 10.00am start.

I have received responses from eight Members so would you please encourage those who have not yet responded to try and attend on one of the two days.

They can either let me know tonight or confirm by e-mail.

Thank you

David

**ROYAL BERKSHIRE FIRE AUTHORITY
ANNUAL MEETING
WEDNESDAY 13 OCTOBER 2004**



AGENDA

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16	Date of Next Fire Authority Meeting	-

To note that the next Fire Authority meeting is scheduled to take place on Wednesday 15 December 2004 in the Council Chamber, Reading Borough Council, Civic Centre, Reading,, Berkshire commencing at 6.30pm.

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PART II ITEMS - STRICTLY CONFIDENTIAL

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**ROYAL BERKSHIRE FIRE AUTHORITY
WEDNESDAY 13 OCTOBER 2004
AGENDA**

AGENDA ITEM 1: APOLOGIES

To receive any apologies for absence.

**AGENDA ITEM 2: MEMBERSHIP OF THE ROYAL BERKSHIRE
FIRE AUTHORITY**

To advise the Authority that the following Fire Authority Member nominations have been received from the Unitary Authorities:

Reading Borough Council:	Councillor Fred Pugh (Con)
Slough Borough Council:	Councillor David MacIsaac (Ind)

Councillor David Ball, one of the newly appointed representatives, has resigned as a member of Wokingham District Council and is therefore unable to be a member of the Fire Authority. Wokingham District Council have however confirmed that Councillor Ball's replacement is Councillor Rob Stanton (Con)

Therefore the current Party Political breakdown of the Fire Authority is:

Conservative	12
Labour	5
Liberal/Democrat	7
Independent	1
Total	25

AGENDA ITEM 3: DECLARATIONS OF INTERESTS

In accordance with the Fire Authority's Code of Conduct, Members of the Authority are reminded that it is a requirement to declare interests, which are Personal or Personal and Prejudicial, where appropriate. This should be done by completing the attached Declaration of Interest form and handing it to the Clerk and Monitoring Officer or Committee Administrator at the start of the meeting. For Members ease of reference a summary chart entitled "Declaring Interest – Questions to Ask Yourself" has also been produced.

The Chairman will then invite Members to make their declarations orally at the commencement of the Agenda item to which it relates. Completed declaration forms will be placed in the Register of Members' Interests.

AGENDA ITEM 4: PART I MINUTES – 30 JUNE 2004

To receive and approve as a correct record the Part I Minutes from the last meeting held on Wednesday 30 June 2004 – Copy attached.

DECLARING INTERESTS – QUESTIONS TO ASK YOURSELF

Do any matters being discussed at the meeting relate to my interests?

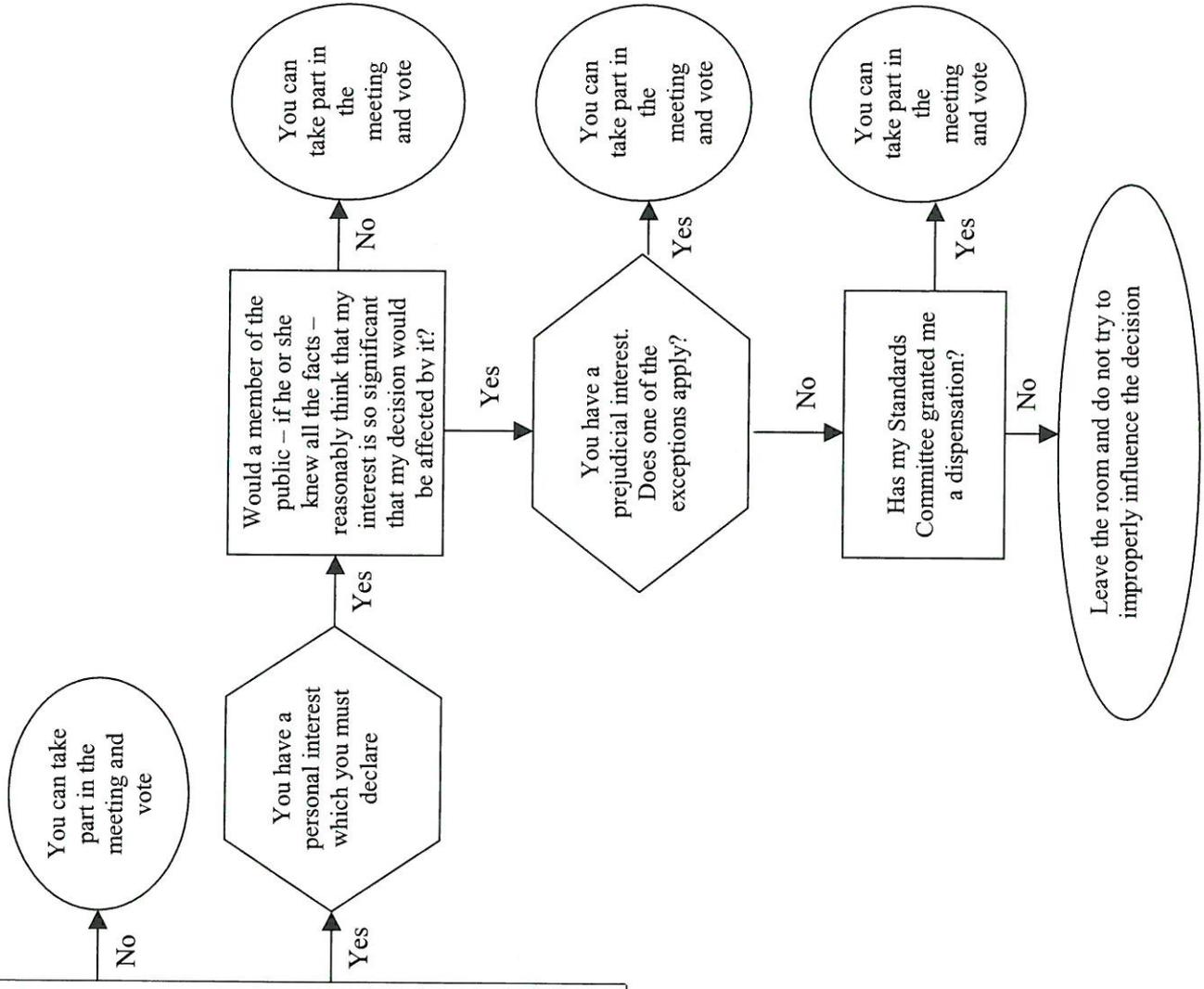
- Does a matter affect the well-being or financial position of me, my relatives or my friends more than it would affect other people in the authority's area? You must look at how the matter would affect:
 - Your or their jobs and businesses;
 - Your or their employers, firms where you or they are a partner, or companies where you or they are a director;
 - Corporate bodies in which you or they have a 'beneficial interest' in a type of share with a face value (as shown on the share certificate) worth more than £5,000. (You have a beneficial interest in a type of share if, for example, you own, you are entitled to the proceeds of, or you may, through a trust or will, become entitled to the proceeds of that type of share).
 - The following organisations in which you or they hold a position of general control or management.
 - Organisations where you or they represent the authority.
 - Other public authorities or organisations which deliver public services.
 - Companies, Industrial and provident societies, charities or charitable organisations.
 - Organisations with a main purpose which includes influencing public opinion or policy.
 - Trade unions or professional associations.

Does it affect any of my interests that I must register under part 3 of the code?

Exceptions to prejudicial interests

You may not have a prejudicial interest if the matter relates to:

- Another relevant authority which you are a member of;
- Another public authority in which you hold a position of general control or management;
- An organisation where you represent your authority;
- Your authority's functions relating to housing. If you hold a tenancy or lease with the authority and are not more than two months behind with your rent (as long as the matter does not relate to your particular tenancy or lease);
- Your authority's functions relating to school meals, transport and travelling expenses if you are a parent or guardian of a child in full-time education (unless it relates particularly to the school your child attends);
- Your authority's functions relating to statutory sick pay if you are receiving, or are entitled to, this from your authority; or
- Your authority's functions relating to members' allowances or payments made under Sections 173-176 of the Local Government Act 1972 or Section 18 of the Local Government and Housing Act 1989.



AGENDA ITEM 4: MINUTES: 30 JUNE 2004

MINUTES OF A MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY HELD IN THE FRANK HUTCHINGS COMMUNITY HALL, BRADLEY MOORE SQUARE, HARTS HILL ROAD, THATCHAM BERKSHIRE ON WEDNESDAY 30 JUNE 2004 COMMENCING AT 6.30PM AND CONCLUDED AT 8.37PM

Present: M Adams, Mrs C Bateson, Christine Borgars, Mrs P Bray, J C G Brooks, Dr P Bryant, Tom Crisp, G S Findlay, J S Grewal, D Howes, Mrs V Howes, Owen E Jeffery, C Maskell, T Mills, J E R Mole, A J Ross, B J S Patman,

Apologies: John P Green, Peter North, D J Smith, Simon Werner

3.01/04 ELECTION OF CHAIRMAN 2004/2005

RESOLVED: That Councillor Terry Mills be elected Chairman of the Royal Berkshire Fire Authority for the ensuing year.

3.02/04 ELECTION OF VICE-CHAIRMAN 2004/2005

RESOLVED: That Councillor Jeff Brooks be elected Vice-Chairman of the Royal Berkshire Fire Authority for the ensuing year.

3.03/04 DECLARATIONS OF INTEREST

Having been reminded that in accordance with the Fire Authority's Code of Conduct, Members are required to declare interests which are Personal or Personal and Prejudicial, where appropriate it was noted that on this occasion there were no such declarations made. Members were reminded that they were required to sign the statutory Declaration of Acceptance of Office in the presence of the Clerk and Monitoring Officer.

NOTED

3.04/04 MEMBERSHIP OF THE ROYAL BERKSHIRE FIRE AUTHORITY

It was reported (Agenda item 5 – not reproduced) that following the Elections in June 2004 some of the Berkshire Unitary Authorities would be re-appointing their Member representatives to the Fire Authority at their Annual Meetings. The following is therefore a summary of the current membership position:

Bracknell Forest Borough Council (3) – No change
Councillors Mike Adams, Terry Mills and Peter North

Reading Borough Council (4) – Member Representation Changed
Councillors Christine Borgars, Tom Crisp, Chris Maskell – One vacancy to be advised

Slough Borough Council (3) – To be advised – Annual Meeting 5 July 2004

West Berkshire Council – No change – Members appointed until 2006.⁷
Councillors Jeff C G Brooks, Dr Paul Bryant, Geoff Findlay, Owen E Jeffery, James E R Mole

Royal Borough of Windsor and Maidenhead - No change – Members appointed until 2006.⁷
Mrs Christine Bateson, David Howes, Mrs Vicky Howes, Simon Werner, Derek J Wilson

Wokingham District Council - To be advised – Annual Meeting 1 July 2004

The Chairman in reminding Members that Councillors Ron Webb (Slough Borough Council) and David Swindells (Wokingham District Council) had decided not to stand for re-election wished to place on record his thanks to them for their commitment and for the valuable contribution that they had made to the work of the Fire Authority

NOTED

3.05/04 PART I MINUTES: 17 MARCH 2004

The Part I Minutes of the last meeting held on Wednesday 17 March 2004, having been previously circulated, were taken as read and signed by the Chairman as a correct record.

**3.06/04 PART I MINUTES OF COMMITTEES, WORKING PARTY'S
AND OTHER GROUPS**

The Authority was advised (Agenda item 7 – not reproduced) of the Fire Authority's Committee's, Working Party's and other Group meetings that had taken place since the last meeting in March 2004. Members were advised that copies of the Part I Minutes were available on request from the Committee Administrator (0118) 932 2288 or by e-mail on wellerd@rbfrs.co.uk.

NOTED

3.07/04 CHAIRMAN'S COMMUNICATIONS

The Chairman advised that he had nothing to report.

3.08/04 PETITIONS AND QUESTIONS FROM THE PUBLIC

The Authority noted that no Petitions or Questions had been received from the Public under Standing Orders 8 and 9.

3.09/04 QUESTIONS FROM FIRE AUTHORITY MEMBERS

The Authority noted that no questions had been received from Fire Authority Members under Standing Order 10.

3.10/04 NOTICES OF MOTION

The Authority noted that no Notices of Motion had been received from Members under Standing Order 12.

3.11//04 APPOINTMENT OF FIRE AUTHORITY MEMBERS TO THE REGIONAL MANAGEMENT BOARD

The Authority's approval was sought (Agenda item 8 – not reproduced) to the re-appointment of the Fire Authority's representative and substitute Members to the South East Regional Management Board.

RESOLVED: That:

- 1. Councillor Terry Mills be appointed as the Fire Authority's representative on the South East Regional Management Board.**
- 2. Councillor Jeff Brooks and Councillor Christine Borgars be appointed as the Fire Authority's substitute representatives on the South East Regional Management Board.**
- 3. In the event of Councillors Brooks or Borgars not being able to attend the Clerk and Monitoring Officer/Committee Administrator be authorised to approach the other Members of the Executive Committee and appoint a substitute to attend the South East Regional Management Board meeting and, in line with the Constitution, notify the Clerk to the RMB accordingly**

3.12/04 APPOINTMENT OF COMMITTEES AND IRMP WORKING PARTY

The Authority was advised (Agenda item 13 – not reproduced) of the need to re-appoint its Executive Committee, Overview and Scrutiny Committee, Disciplinary, Appeals and Grievance Committee and the Integrated Risk Management Working Party.

Members were reminded that following the Local Elections the Member representation on the Fire Authority might change which could affect the allocation of Committee places based on the political proportionality rules. At its meeting in December 2003, having considered the Rules on Political Proportionality and the duty of the Authority to allocate places on its Committees in accordance with the statutory legal requirements it was resolved to adopt a Committee Structure that was not strictly based on Political Proportionality.

At the moment the exact number places taken by each Political Group is not known for as reported previously (Minute 3.04/04 refers) Reading Borough (one vacancy), Slough Borough and Wokingham District Councils have yet to formally appoint their Fire Authority Members. Therefore to consider adopting a Committee Structure that is totally politically proportional would not be possible until the next Authority meeting in October 2004.

As the system of non-proportionality has been in operation since the Fire Authority was established in 1996 and is working well Members were recommended that the Authority should continue with its existing Committee Structure based on non-Political Proportionality.

In view of this the Chairman proposed that, for the time being, the existing Committee Structure be maintained and that one substitute member from each Group be appointed to the Disciplinary, Appeals and Grievance Committee. The proposal having been seconded was put to the vote and carried unanimously by seventeen votes for to none against. It was also agreed unanimously that the Authority would adopt a Committee structure that is not in accordance with the rules relating to political proportionality.

In addition it was proposed, seconded and agreed that the once the final Fire Authority membership is known the Party Leaders be authorised to submit their committee nominations to the Committee Administrator.

RESOLVED: That:

- 1 **The existing Committee Structure, as indicated below, be maintained for the time being:**
 Executive Committee/Overview and Scrutiny Committee – 2.2.2.
 DAG – 1.1.1.
 IRMP Working Party – 2.2.2.
and that one substitute member from each Party be appointed to the Disciplinary, Appeals and Grievance Committee (DAG)
- 2 **The Party Leaders, having received details of the outstanding Fire Authority Member appointments from Reading Borough, Slough Borough and Wokingham District Councils, be authorised to submit their nominations for Committee places to the Committee Administrator.**
- 3 **A Committee structure that is not in accordance with the rules relating to political proportionality be approved and adopted.**

**3.13/04 APPOINTMENT OF FIRE AUTHORITY'S REPRESENTATIVE
- LOCAL GOVERNMENT ASSOCIATION**

The Authority was invited (Agenda item 14 – not reproduced) to appoint its representative on the Local Government Association for the ensuing year to represent the Fire Authority at the LGA General Assembly and Annual Conference.

As Councillor Barrie Patman, the Authority's existing representative, had expressed an interest in remaining Members were asked to support this appointment.

RESOLVED: That Councillor Barrie Patman be appointed to represent the Fire Authority on the Local Government Association for the ensuing year.

**3.14/04 APPOINTMENT OF THE FIRE AUTHORITY'S
REPRESENTATIVE ON THE ASSOCIATION OF COUNCILS
FOR THE THAMES VALLEY REGION (ACTVaR)**

The Authority was requested (Agenda item 15 – not reproduced) to appoint its representative and Standing Deputy on the Association of Councils for the Thames Valley Region (ACTVaR).

In supporting the appointment of Councillors Mike Adams and Barrie Patman as the Authority's representative and Standing Deputy respectively the Committee Administrator, in response to a request from Councillor Adams agreed to seek an assurance from the Director of ACTVaR that Agenda's would be sent direct to the appointed representative.

RESOLVED: That Councillors Mike Adams and Barrie Patman be appointed as the Fire Authority's representative and Standing Deputy respectively on the Association of Councils for the Thames Valley (ACTVaR).

3.15/04 FREQUENCY OF MEETINGS

The Authority was advised (Agenda item 16 – not reproduced) of the need to reconsider the frequency and timing of the Authority and its Committees as recommended by the Executive Committee at its meeting on Tuesday 1 June 2004.

Members were reminded that following the insertion of an additional Authority meeting in February to consider and approve the Budget and Precept there are now five meetings every year. The Executive Committee, at its meeting on Tuesday 15 June 2004, were of the opinion that it would be prudent to return to four meetings a year and instructed the Chief Fire Officer to prepare a report on this option for consideration at this meeting.

A programme outlining the proposed schedule of meetings was presented in Appendix A (not reproduced) whilst Appendix B (not reproduced) listed the already confirmed dates up to June 2005. Members were advised that it might be necessary to change

the dates of the Fire Authority Meeting and Awards Ceremony in June and October 2005 respectively.

Members were of the opinion that, if possible, the existing timetable should be retained with the exception that the Authority meeting in March 2005 be cancelled.

RESOLVED: That the revised programme of meetings for the Fire Authority and its Committees be approved and adopted with effect from 1 January 2005 and that the Authority meeting scheduled to take place on Wednesday 23 March 2005 be cancelled.

3.16/04 PROCESS AND TIMESCALES FOR PUBLICATION OF THE ROYAL BERKSHIRE FIRE AUTHORITY'S YEAR TWO INTEGRATED RISK MANAGEMENT PLAN (IRMP)

The Authority was advised (Agenda item 17 – not reproduced) of the process and timescale to be met in order to publish the Year Two IRMP Action Plan before the deadline set by the Office of the Deputy Prime Minister (ODPM) and were requested to approve the proposed timetable of events as set out in paragraph 3 of the report (not reproduced) as recommended by the IRMP Working Party.

The deadline set by the ODPM is that all Fire Authority Year Two Action Plans must be published by 'the end of the summer'.

RESOLVED: That the proposed timetable of events as set out in the report, as recommended by the IRMP Working Party, be approved and adopted.

3.17/04 PRESENTATION FROM THE FIRE BRIGADES' UNION

The Authority received a presentation from LCFO Paul Watts on the Regional Control Rooms and the implications for Control Room personnel. Members were asked to note that the presentation is from a representative of the Fire Brigades' Union on their perception of the issues surrounding the establishment of Regional Control Rooms and any opinions expressed are not those of the Fire Authority.

Following the Presentation, Members were given the opportunity to ask questions. In response to one particular question the Chief Fire Officer confirmed that the Overview and Scrutiny Committee have identified the Regional Control Rooms as a specific issue to be discussed at its next meeting on Wednesday 21 July 2004 and that the Deputy Chief Fire Officer will be attending that meeting to provide Members with a detailed presentation on the establishment of regional Control Rooms, with specific reference to the South-East, and the issues currently under way at national level.

The Chairman, on behalf of the Authority thanked LCFO Watts for his very interesting and informed presentation.

NOTED

3.18/04 REVIEW OF FIRE COVER ARRANGEMENTS AT STATION 0, WOKINGHAM – RECOMMENDATIONS OF THE WOKINGHAM FIRE COVER REVIEW WORKING PARTY

The Authority was provided (Agenda item 19 – not reproduced) with an update on the deliberations of the Wokingham Fire Cover Review Working Party and was requested to consider and approve the Working Party's recommendations regarding the fire cover and crewing arrangements at Station 10, Wokingham.

The Chairman reminded Members that the Working Party's recommendations would only be valid until such time as any recommendations from the IRMP process came into force.

Following its establishment at the Executive Committee meeting in January 2005 the Working Party had met on three occasions on 15 March, 16 and 21 April with the latter meeting being held at Station 10 where with the exception of the Committee Administrator no Officers or FBU representatives were present. At its final meeting the Working Party had continued its consideration of the evidence regarding the crewing arrangements at Station 10, which as reported at the Working Parties last meeting had changed in the last eighteen months, as vacancies had arisen. The current position is that two of the original four posts are vacant.

A copy of the Joint Report prepared by Brigade Management and the FBU, produced in response to a specific request from Members, together with the Minutes of the Working Party meetings held on Monday 15 March and Friday 16 April 2004 were presented as Appendices A, B and C respectively (not reproduced). It was noted that the Minutes of the last meeting held on Wednesday 21 April, whilst being available on request, had formed the basis on the report presented and were therefore not attached as an Appendix. In addition the relevant sections of a letter received from the ODPM had been included in the report.

Having considered the two sets of conclusions set out in the evidence provided by Brigade Management and the FBU, the Working Party prior to formulating its recommendations to the Authority, made the following observations:

- (a) Over the last year the Brigade have failed to recruit any Retained Fire-Fighters. However it is clear from the evidence presented that despite having ten expressions of interest during the recruitment campaign in 2003, none were ultimately taken on.
- (b) As supported by two weeks of evidence supplied at the Station it is clear that the crewing problem is due to the fact that Retained Fire-Fighters are not available during the day, resulting in the appliance being off the run.
- (c) It is essential that a full examination of all the alternative options referred to in the ODPM letter is made before the implementation of IRMP takes place.

- (d) There is an overriding need to have interim solutions in place at Wokingham as matters cannot and should not be left as they are. A satisfactory solution should therefore be put in place prior to an overall assessment being made.
- (e) Whilst the current situation of pulling personnel in from other areas is to be welcomed it is noted however that the appliance is still off the run for approximately one third of its time.

Having fully considered all the evidence presented the Working Party agreed unanimously that its recommendation to the Fire Authority should be:

- 1 That the number of nucleus crew Fire-Fighters at Station 10, Wokingham, be increased from two to four with the increase to be implemented as soon as possible, for the following reasons:
 - ◆ Despite attempts to improve the situation the recruitment of Retained personnel has not succeeded.
 - ◆ As the increase in personnel is cost neutral it is considered to be the best use of resources.
 - ◆ It meets the criteria set out in the letter from the ODPM and will increase the provision of fire cover for the community.
 - ◆ It will provide the best possible cover for the Wokingham fire ground in the most practical and positive way.
 - ◆ There is not sufficient evidence to suggest that cover can be provided adequately from other Stations in the surrounding area.
- 2 That the Brigade be encouraged to continue with its recruitment campaign for Retained Fire-Fighters in Wokingham

The Chairman, Councillor John Green, wished to place on record his thanks to the other Working Party Members for their indulgence in listening to and considering the evidence presented over the three meetings. He also wished to congratulate and thank the Officers from Brigade Management and the Fire Brigades' Union for the diligent way in which they had prepared and presented their evidence but more especially for their time and effort in producing the Joint Report (Appendix 1).

In supporting the recommendations of the Working Party, Members requested the Chief Fire Officer to present a report to a future Fire Authority meeting on the effect of any changes to the Retained recruitment and retention following the implementation of the Year One IRMP Action Plan.

RESOLVED:

- 1 **That, subject to any future IRMP outcomes:**
 - (i) **The number of nucleus crew Fire-Fighters at Station 10, Wokingham, be increased from two to four with the increase to be implemented as soon as possible, for the reasons set out in paragraph 13(1) of the report and reproduced in the Minutes.**

(ii) **The Royal Berkshire Fire and Rescue Service be encouraged to continue with its recruitment campaign for Retained Fire-Fighters in Wokingham.**

2 That the Chief Fire Officer be requested to present a report to a future Fire Authority meeting on the effect of any changes to the Retained recruitment and retention following the implementation of the Year One IRMP Action Plan.

3.19/04 ANNUAL REVIEW OF HEALTH, SAFETY AND WELFARE

The Authority was provided (Agenda item 20 – not reproduced) with an update of the Brigade’s Health and Safety performance for the period 2003-2004 together with progress on the Brigade’s objectives, set up in 2003 and presented in Appendix A (not reproduced) and were requested to approve a new set of objectives for the period 2004-2006, as set out in Appendix B (not reproduced), which take into account any areas where further progress is required.

Members attention was drawn to the Table on page 51 of the report which provided a breakdown of accidents/near misses for 2003-2004 which, totalled 197 and when compared with the figures for 2002/2003, 2001/2002 and 2000/2001 of 176, 246 and 236. Whilst there was an increase in the number of accidents between 2001/2002 and 2002/2003, overall the target set for reduction over the two-year period 2001/2002 and 2002/2003 had been achieved. In addition Members also received a breakdown of the types of accident for the same four-year period and their attention was drawn to the following error:

In the seventh line of the first column delete “Stuck” and insert “Struck”

It was noted that during the 2003-2004 period there were two major injuries, but neither were “at work accidents”, one occurring at a social event held on a Fire Station and the other to an off duty fire-fighter visiting a Fire Station.

RESOLVED: That:

- 1 The information provided in Appendix A be Noted.**
- 2 The objectives for 2004-2006 as set out in Appendix B be approved.**

3.20/04 TRAINING FOR FIRE AUTHORITY MEMBERS

The Authority’s approval was sought (Agenda item 21 – not reproduced) to the need for Member training to satisfy the requirements of Corporate Governance and the forthcoming Comprehensive Performance Assessment process.

In noting the background to this process and the suggested programme for training Members requested that the Authority’s role as an employer be included in the

Training as stated in the national framework. In response to a question the Chief Fire Officer confirmed that an Induction Day for new Fire Authority Members is also organised and takes the form of an 'Open Day' with presentations and practical demonstrations.

In encouraging Members to attend the both the Open and Training Days the Chairman also reminded them of the opportunities available to feed any specific topics and/or issues of interest direct to the Chief Fire Officer who in turn would either respond in person or task another Officer to deal with.

RESOLVED: That the proposals for Member Training as set out in then report be approved and implemented accordingly.

3.21/04 PROPOSED OPENING OF A BANK OF SCOTLAND CORPORATE DEPOSIT ACCOUNT

The Authority's approval was sought (Agenda item 22 – not reproduced) to the opening of a Corporate Deposit Account with the Bank of Scotland in order to spread the Authority's investment risk.

It was noted that although the Authority already have similar accounts at Barclays Bank and the Abbey National and it would be possible to raise the lending limit, the opening of a new account with the Bank of Scotland would spread the Authority's risk between three institutions, in accordance with a robust risk management policy. The new account offers both flexibility and a competitive rate of return for relatively small sums and short period in which the Authority can invest.

RESOLVED: That the:

- 1 Bank of Scotland be appointed as one of the Authority's Bankers for the purposes of operating a Corporate Deposit Account.**
- 2 Authority Treasurer be authorised to sign all appropriate documentation in relation to services and facilities to be provided by the Bank.**
- 3 Mandate for the operation of Bank Accounts, payment instructions and banking services be provided to the Bank and that amendments to the Mandate may only be made by the Authority Treasurer.**

3.22/04 INVESTMENT STRATEGY 2004/2005

The Authority's approval was sought (Agenda item 23 – not reproduced) to the Annual Investment Strategy 2004/2005, prepared in accordance with the CIPFA Code of Practice: Treasury Management in the Public Services (2002) and the ODPM's Investment Guidelines.

RESOLVED: That the Investment Strategy for 2004/2005 be approved.

3.23/04 ADDITIONAL AGENDA ITEM

The Chairman sought and received Members approval to the inclusion of the following additional Agenda Item on the grounds of urgency:

Agenda item 23A: Acceptance of Tender – Windsor Fire Station Windows and Doors

3.24/04 ACCEPTANCE OF TENDER – WINDSOR FIRE STATION WINDOWS AND DOORS

The Authority's approval was sought (Agenda item 23A – not reproduced) to the award of a Contract as a result of the cheapest tender being unavailable to meet the Brigade's programme timescale.

The original Company had submitted a tender in the sum of £30,818.45 but with the proviso that they could not start work until September 2004, which is later than the Brigade's programme completion date in August. Another Company had also submitted a tender in the sum of £31,332.00 and whilst this was £513.55, exclusive of VAT, dearer than the cheapest tender the Company were able to meet the programme dates. They had already completed similar project works satisfactorily at other Fire Stations and Headquarters.

RESOLVED: That in accordance with the Authority's Standing Orders Relating to Contracts No. 18, the contract for the replacement of doors and windows at Windsor Fire Station be awarded to Kindlelight in the sum of £31,332.00.

3.25/05 ANNUAL TREASURY REPORT 2003/2004

In accordance with the CIPFA Code of Practice: Treasury Management in the Public Services 2002, the Authority received a copy (Agenda item 24: Appendix A – not reproduced) of the Annual Treasury Report which set out the actual Treasury operations for the last financial year.

NOTED

3.26/04 BUDGET MONITORING

The Authority was informed (Agenda item 25 – not reproduced) of the Revenue and Capital Expenditure against Budgets up to 31 May 2004 as presented in Appendices A and B respectively (not reproduced)

NOTED

3.27/04 EQUALITY AND DIVERSITY STRATEGY PROGRESS REPORT

The Authority was advised (Agenda item 26 – not reproduced) of progress made against the Equality and Diversity Strategy and associated Action Plan.

In approving the progress against the Diversity and Equality Action Plan the Authority, at its meeting on Wednesday 17 December 2003, requested that a progress report including statistics relating to the number of applications received from ethnic minorities and the success rate be presented to this meeting. The progress against the Action Plan together with details of the applications received from ethnic minority applicants and their outcomes was presented in Appendices 1 and 2 respectively.

NOTED

3.28/04 AMENDMENTS TO THE FIRE SERVICES (APPOINTMENT AND PROMOTION) REGULATIONS

The Authority was advised (Agenda item 27 – not reproduced) of the implications of recent changes to the Fire Services (Appointment and Promotion) (England and Wales) Regulations 2004.

The ODPM's intention in introducing the new regulations was summarised in paragraph 2 of the report (not reproduced) and whilst they will have important implications for established recruitment and promotion processes the ODPM did not offer any specific guidance on the procedures required for implementation but left this for individual Fire and Rescue Authorities to determine.

In noting the developments set out in the report, which will need to be addressed very soon, Members were advised that the Director of Human Resources and his staff are continuing to work on these issues as part of the IPDS Implementation Strategy. In addition it is essential that the requirement for operational command competence is only applied where it can be objectively justified and to this end it will be recommended to the IRMP Working Party that a further review of the requirements for operational cover in the light of risk mapping information is undertaken in the Year Two IRMP Action Plan.

NOTED

3.29/04 HALF YEARLY REPORT FOR MEDICAL RETIREMENTS, WORKPLACE ACCIDENTS AND SICKNESS ABSENCES

The Authority was advised (Agenda item 28 – not reproduced) of the number of medical retirements, workplace accidents and sickness absences for the period 1 October 2003 to 31 March 2004.

During this period seven Wholetime Uniformed employees retired from the Brigade, two on medical grounds and five on normal grounds. Absences during this period due to sickness were set out in paragraph 3 (not reproduced) and represented a total of 3186 duty days, a decrease of 233 duty days when compared with the previous period.

NOTED

3.30/04 CORPORATE PLAN 2004/2005

The Authority was advised (Agenda item 29 – not reproduced) of the publication of the Corporate Plan for 2004/2005, comprising the Strategic Plan, Best Value Performance Plan and Community Safety Plan. Although the Plan will be published on the Brigade Website (www.rbrs.co.uk) from 30 June 2004, Members were advised that hard copies are available on request from Divisional Officer Guy Pegler on (0118) 932 2231 or by E-mail at peglerg@rbfrs.co.uk.

NOTED

3.31/04 FiReControl PROJECT UPDATE

The Authority was advised (Agenda item 30 – not reproduced) of the progress being made by the FiReControl Project.

In speaking to the report the Deputy Chief Fire Officer provided Members with details of the latest position and actions that have occurred since the publication of the Agenda.

NOTED

3.32/04 DATE OF NEXT MEETING

It was noted that the next Fire Authority Meeting is scheduled to take place on Wednesday 13 October 2004 in the Council Chamber at Reading Borough Council, Civic Centre, Reading commencing at 6.30pm.

The Chairman asked Members to give some thought about venues for future Fire Authority meetings and whether they would prefer to rotate around the County as at present or find two/three venues in a more central location.

NOTED

3.33/04 EXCLUSION OF THE PUBLIC

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:

	Agenda Item	Paragraph
33	Partial Performance Policy	1
34	Part II Minutes of Committees	1, 7 & 8

(Note: The following is a summary of the items considered in the Part II Agenda of the Fire Authority meeting held on Wednesday 30 June 2004)

3.34/04 PARTIAL PERFORMANCE POLICY

Having considered the options available the Authority agreed that the proposed policy regarding partial performance be approved and adopted.

3.35/04 PART II MINUTES OF COMMITTEES

Information on the Part II Minutes of Committee Meetings that have taken place since the last meeting of the Authority was received and noted.

NOTED

**AGENDA ITEM 5: PART I MINUTES OF COMMITTEES,
WORKING PARTY'S AND OTHER GROUPS**

To: Royal Berkshire Fire Authority
Date: 13 October 2004
Officers Contributing: Committee Administrator

A PURPOSE OF REPORT

To advise Members on meetings of the Executive Committee, Overview and Scrutiny Committee, Fire Liaison Group, and other Working Parties that have taken place since the last meeting of the Fire Authority in June 2004.

B PROPOSED ACTION

The Authority is invited to NOTE the report.

C FINANCIAL IMPLICATIONS

There are no financial implications.

D SUPPORTING INFORMATION

1 The following meetings have taken place since the last Fire Authority meeting in June 2004:

Executive Committee	3 August and 21 September 2004
Overview and Scrutiny Committee	20 September 2004
IRMP Working Party	3 and 31 August 2004
Fire Liaison Group	27 September 2004

2 Copies of the Part I Minutes (if available) can be obtained from David Weller on (0118) 932 2288) – E-Mail address: wellerd@rbfrs.co.uk

E BACKGROUND PAPERS

Agenda's and Minutes for the above mentioned meetings

Contact Officer: David R Weller (0118) 932 2288

ROYAL BERKSHIRE FIRE AUTHORITY

WEDNESDAY 13 OCTOBER 2004

PRESENTATIONS

AGENDA ITEM 10: FIRE CONTROL PROJECT

To receive a PowerPoint Presentation from Lucy Carter of PA Consulting who is working for the ODPM.

AGENDA ITEM 11: FIRE AUTHORITY MEMBER TRAINING

To commence a series of Presentations to be delivered by Middle Managers on various aspects of the work undertaken by the Royal Berkshire Fire and Rescue Service at Regional, National and Local level.

The purpose of the Presentations will be to inform and educate Members on the real issues of the service and to heighten their awareness on key areas as part of Member Training under Comprehensive Performance Assessment CPA. Presentations should only last a maximum of twenty minutes and Members will be given the opportunity to ask questions.

The first Presentation will be on Community Safety and for Members information the next one on 15 December 2004 will be on Civil Resilience.

AGENDA ITEM 12: MODERNISATION AGENDA

To: Royal Berkshire Fire Authority
Date: 13 October 2004
Officer Contributing: Chief Fire Officer

A PURPOSE OF REPORT

To receive a presentation from the Chief Fire Officer to the Authority of the various factors involved in the Modernisation Agenda.

B PROPOSED ACTION

The Authority is invited to NOTE the report and may wish to RESOLVE to direct the Chairman to raise specific concerns of the Authority with the ODPM and or the LGA as appropriate.

C FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report.

D CONTRIBUTION TO THE STRATEGIC PLAN

The connection between the strategic aims of the Authority and the corporate plan will form part of the presentation.

E ASSESSMENT AGAINST THE PARTNERSHIP FOR COMMON SENSE

The Partnership forms one of the key means of communication within the service, and is essential to the development and acceptance of the modernisation agenda.

F SUPPORTING INFORMATION

1. The presentation from the Chief Fire Officer is designed to give Members an overview of the various factors involved in the change agenda that is currently affecting the fire and rescue service. Issues covered will include (*inter alia*):
 - The Dispute Settlement and the unresolved issues from the dispute.
 - The potential implications of the revised Conditions of Service.
 - The National Framework, which lays out governments expectations of the service.
 - The revised governance systems for the service, including the role of the LGA Fire Forum.
 - Regional Management Boards, their remit and progress to date, especially as regards the setting up of regional control centres.
 - The Strategic Targets of the Authority
 - Performance Management: including the recent verification studies and the forthcoming Comprehensive Performance Assessment process.

- Integrated Risk Management Plans and how they relate to the New Dimension requirements placed upon the service
 - The likely budgetary pressures that will affect the Authority in the coming financial year.
2. The presentation is not intended provide full information on any single topic, many of which have been taken to the Authority in previous papers and will undoubtedly form the basis of future ones, rather it is to place the key change issues in an overall context.
 3. It is likely that many specific issues will be brought to the Authority for direction at the next, and subsequent, meetings. The aim of this presentation is to give Members an overview of the context within which forthcoming decisions will be made.
 4. The following Appendices are attached for Members information:

Appendix A: Schedule 7 of the Draft Agreement – Costs and Expenses

Appendix B: Schedule 3 of the Draft Agreement

Appendix C: The LGA Audit Questions in Relation to Setting Up Regional Management Boards

F BACKGROUND PAPERS

Corporate Plan 2004/5

Contact Officer:

Iain Cox

(0118) 932 2225

APPENDIX A**SCHEDULE 7 – OF THE DRAFT AGREEMENT: COSTS AND EXPENSES**

1. Constituent Fire Authorities will meet their own costs of member and officer involvement in the RMB including travelling and subsistence costs and allowances.
2. Administrative costs and expenses of the RMB will be shared equally by the Constituent Fire Authorities and a budget for this purpose will be prepared and approved by the RMB.
3. Costs and expenses incurred in relation to each of the Schedule 2 Action Areas shall be shared between such of the Constituent Fire Authorities as agree to participate in each Action Area and a budget shall be prepared and approved by the RMB setting out the basis on which such costs and expenses are to be apportioned.
4. The provisions in Clauses 12 and 13 and the Financial Regulations shall apply to the preparation of budgets, the management and auditing of accounts and the payment and recovery of costs and expenses.

APPENDIX B**SCHEDULE 3 OF THE DRAFT AGREEMENT**

The RMB shall have the following functions:

1. In consultation with the Constituent Fire Authorities and having regard to national policy advice and advice from the Chief and Assistant Chief Fire Officers Association for the South East Region to produce proposals and action plans for the strategic delivery of arrangements for the Schedule 2 Action Areas for approval by the Constituent Fire Authorities. *[Explanatory Note – the Schedule 2 Action Areas are the 6 areas for collaboration set out earlier in this report plus a seventh which is “to provide a conduit of communication between the Constituent Fire Authorities and to promote the views of the RMB to central and regional government and other organisations.”]*
2. To implement, monitor and review such arrangements for the Schedule 2 Action Areas as are approved by the Constituent Fire Authorities.
3. To comply with any constraint specified by a Constituent Fire Authority in approving arrangements for the Schedule 2 Action Areas or any part of them.
4. To develop initiatives and provide advice to improve the effectiveness and efficiency of the Fire and Rescue Services within the South East Region.
5. In consultation with the Constituent Fire Authorities to respond to central government consultations on the Fire and Rescue Services and generally to act as a conduit of communication to promote the views of the RMB.
6. To produce an annual report (including annual accounts) for submission to the Constituent Fire Authorities and for public information.
7. To keep under review the arrangements provided for in this Agreement.
8. To undertake such other duties as the Constituent Fire Authorities may agree.

APPENDIX C**THE LGA AUDIT QUESTIONS IN RELATION TO SETTING UP REGIONAL MANAGEMENT BOARDS**

1. Has a Regional Management Board (RMB) been established under Section 102(1) (b) of the Local Government Act 1972?
2. If a RMB has not yet been established under Section 102(1) (b) of the Local Government Act 1972, are arrangements in place to set one up by 1 April 2004?
3. When did your authority resolve to agree to establish a RMB?
4. Has your Fire and Rescue Authority signed a RMB constitutional agreement?
5. Are arrangements in place to have a constitutional agreement by 1 April 2004?
6. Who is the chair of the RMB? Please provide full name, title and contact details
7. Are arrangements in place to elect a chair for the RMB by 1 April 2004?
8. What are the agreed or proposed membership arrangements for RMB? For example how many seats allocated to each authority?
9. What are the agreed or proposed voting arrangements for the RMB? For example one vote to each authority.?
10. Have you agreed or proposed the necessary executive decision making powers to the RMB?
11. What are the agreed or proposed meeting arrangements for the RMB?
12. Have you agreed, or made proposals for formal financial arrangements for the running of the RMB?
13. If the RMB does not have specific funding allocated or proposed, on what basis is it to be financed?
14. What are the agreed or proposed RMB advice and support arrangements for: Policy/Member services, Legal/clerking services, Finance, Administration?
15. If already agreed, who provides the secretariat services to the RMB? Please provide full name, title and contact details?

[Preamble to question 16] Please give an update on how the RMB intends to deliver the six strategic areas bulleted below, and provide where possible business plans stating key milestones, financial arrangements, resources, and management arrangements.

- Where known, please say how the six strategic areas will be measured in terms of successful outcomes.

- Where you cannot answer in full please state the reasons why, including where you are reliant on guidance from the ODPM.

- 16 What are the RMB business plans for: [each of the 6 areas is then listed]
17. What further support can the LGA provide?

AGENDA ITEM 13: ODPM CONSULTATION

To: Royal Berkshire Fire Authority
Date: 13 October 2004
Officer Contributing: Chief Fire Officer

A PURPOSE OF REPORT

To advise Members of the following current consultation processes being undertaken by the ODPM regarding:

- A** "Towards a National Workforce Development Strategy for the Fire and Rescue Service" [Closes 22 October]
- B** "2005/6 Fire & Rescue Service National Framework" [Closes 26 October]
- C** "Best Value for Performance Indicators 2005/6" [Closes 26 October]
- D** "Best Value and Performance Improvement for Fire and Rescue Services"
[Closes 26 October]
- E** "Draft National Procurement Strategy for the Fire and Rescue Service"
[Closes 3 December]
- F** "Emergencies for Fire and Rescue Authorities" [Closes 13 December]

B PROPOSED ACTION

The Authority is invited to consider the report and NOTE the issues for consultation and if necessary to advise the Chief Fire Officer if there are any comments that they wish to be raised in response to any specific consultation:

C FINANCIAL IMPLICATIONS

There are no direct financial implications from this report.

D CONTRIBUTION TO THE STRATEGIC PLAN

The strategic plan is directly related to the National Framework, however there are no significant changes proposed that would affect the current aims and targets.

E ASSESSMENT AGAINST THE PARTNERSHIP FOR COMMON SENSE

There are no direct implications for the partnership, but the consultation on Best Value and Performance Improvement for Fire and Rescue Services does include the issue of protection of employment rights under transfer (TUPE), which will be of concern to representative bodies.

F SUPPORTING INFORMATION

1. These six consultation exercises are currently being undertaken by the Office of the Deputy Prime Minister. Members wishing to gain more information will find full details available on the ODPM website, www.odpm.gov.uk/, under 'Fire' then 'Consultation papers', or from the Clerk to the Authority. It is indicative of the intensity of the current change agenda that there are six consultations, some with very tight timescales, to bring to the attention of the Authority. Officers will be preparing responses to each of these consultations, but Members may wish to make specific comment. Brief outlines of the six consultations are given below:

A **"Towards a National Workforce Development Strategy for the Fire and Rescue Service"** [Closes 22 October]

2. This document looks to the establishment of a different culture and the development of a workforce to meet the needs of such a revised culture. Managers will be drawn from multi-tier entry points and will be expected to utilise performance management practices to promote continual improvement. A key issue is the roll out of the Integrated Personal Development System. The proposed objectives for the National Workforce Development Strategy for England are:
 - to support the FRS in establishing the IPDS as the cornerstone of their system of training and development. Any training or development-related provision or activity sanctioned by any of the key fire and rescue service stakeholders identified in paragraph 22 above should comply with all the principles and practices of the IPDS. This will require establishing systems to ensure appropriate levels of compliance;
 - to spell out the expectations and in some cases requirements on various key players at the national, regional and local levels with regard to making provision or procuring it. This will need to be coherent with the National Procurement Strategy
 - to indicate how the approaches taken by the various key players should fit together, to the benefit of all;
 - to clarify the overall framework and also highlight areas for development and their likely nature - the broad direction of travel - to help participants put in place strategies which complement each other rather than prove mutually inconsistent;
 - to support best value and continuous improvement in the system's overall ability to deliver effectively and improve on value for money;
 - to require consistency, fairness and equality in the design and delivery of development solutions;
 - to support FRAs in answering the requirements of the Comprehensive Performance Assessment (CPA) process

B “2005/6 Fire & Rescue Service National Framework” [Closes 26 October]

1. The consultation on this document is curtailed, as the circular explains: “In order to meet Fire and Rescue Authorities’ requests to publish the 2005/06 National Framework in the Autumn, the consultation period will run over a shortened period of 8 weeks. This shortened period is designed to help meet requests from Fire and Rescue Authorities to publish the 2005/06 National Framework in time to inform authorities’ budget planning processes.” Nor is any revised document circulated, the circular states that “any comments should be based on the 2004/05 National Framework, which was published on 16 July. Copies are available on the ODPM website www.odpm.gov.uk.”
2. In effect the ODPM is asking if there are any major changes that Authorities would wish to see made to the current National Framework in its next iteration. Specific issues within the Framework, which Members may wish to comment upon, include the setting up of regional fire control centres (s 2.16), the aims of the Regional Management Boards (s 3.17), the requirement to participate in national mutual aid schemes, (s 4.17), the repayment of transitional funding, (s 7.7), the targets set for Authorities, (Annex A) and the protocol on government intervention (Annex B).

C “Best Value for Performance Indicators 2005/6” [Closes 26 October]

**D “Best Value and Performance Improvement for Fire and Rescue Services”
[Closes 26 October]**

5. These two consultations are closely linked, the former is a welcome effort at redefining the suite of Best Value Performance Indicators to more closely reflect the aims of the service. Changes include capturing the number of rescues made from Road Traffic accidents, the number of false alarm calls that were not attended, the number of properties operationally attended more than once in the year, the percentage difference between estimated budget and outturn, etc.
6. The latter document is more concerned with the CPA process and how excellent and poor performers should be dealt with. It envisages negotiated ‘freedoms’ for excellent authority’s and a sequence for government engagement and intervention for poor performers. In addition the proposals include the use of the recently appointed Business Change Managers to inculcate best practice through the use of ‘Round Tables’ and an indication that FRAs should “ensure that the improvement planning process that underlies the Performance Plan is integrated with their corporate planning arrangements.” [As we already do in this Authority].

**E “Draft National Procurement Strategy for the Fire and Rescue Service”
[Closes 3 December]**

7. This strategy has only recently been launched and a paper will be taken to the Executive Committee on the detailed implications. In essence the ODPM This strategy has only recently been launched and a paper will be taken to the Executive are setting up a regional procurement framework which will utilise local authority “centres of procurement excellence” (Kent County Council in the South East Region) for non fire-specific procurement, such as fuel oil, paper, etc. Fire specific procurement (appliances, ladders, hose, uniform, etc) will be

done within a new national procurement agency 'FIREbuy'. This agency will undertake the specification, tendering and commissioning role.

F "Emergencies for Fire and Rescue Authorities"

[Closes 13 December]

8. This consultation has only recently been received and concerns the ODPM's proposals for specific duties to be imposed on fire authorities under section 9 of the Fire and Rescue Services Act 2004. The proposals for new duties are:
- a) Removing chemical, biological or radioactive contaminants from people (using the mass decontamination equipment provided under the Government's New Dimension programme) and capturing any water used to remove such contaminants.
 - b) Ensuring that reasonable steps are taken to prevent or limit serious harm to the environment resulting from action taken to remove chemical, biological or radioactive contaminants from people.
 - c) Any incident involving search and rescue. This would include any terrorist incident which is not already covered by their duty to attend CBRN incidents, and any other incidents where there is the potential for persons to be trapped, or where it is necessary to use search and rescue equipment to detect individuals. Examples of such incidents include landslides and explosions resulting in collapsed buildings and other collapsed structures such as tunnels.
 - d) Any major flooding incident where there is a serious threat to human health or welfare. For example, firefighters would be needed to assist in the rescue of people trapped by large floods and their transfer to safety. This excludes smaller and more localised flooding events, such as a burst water main to which FRAs may decide to respond using powers under Section 11 of the Act: 'Power to respond to other eventualities'.
5. A more detailed oral report will be given at the meeting but two initial concerns are on the definition of 'reasonable' in item (b) and over the requirement to 'capture' decontamination water, which may not always be feasible.

F BACKGROUND PAPERS

As listed

Contact Officer:

Iain Cox

(0118 932 2213)

E-Mail: coxic@rbfrs.co.uk

AGENDA ITEM 15: 2004/05 BUDGET MONITORING

To: Royal Berkshire Fire Authority
Date: 13 October 2004
Officer Contributing: Authority Treasurer
Chief Fire Officer

A PURPOSE OF REPORT

To inform the Authority of revenue and capital expenditure against budgets up to the end of August 2004.

B PROPOSED ACTION

The Authority is invited to NOTE the report.

C FINANCIAL IMPLICATIONS

The revenue budget was underspent by £330,000 at the end of August, but it is anticipated that the budget will be fully spent by the end of the financial year.

D CONTRIBUTION TO THE STRATEGIC PLAN

There is no contribution to the strategic plan.

E SUPPORTING INFORMATION**Revenue**

- 1 Revenue expenditure to August 31 against budget is shown in Appendix A.
- 2 Actual figures have been adjusted to show the effects of the full pay awards from November 2003 and July 2004. Following the settlement of the dispute, firefighters were due to receive their backpay at the end of September.
- 3 The current underspend of £330,000 is explained by the following major factors:
 - Employees are underspent by £56,000 partly due to the timing of payments for training courses
 - Premises are underspent due to the timing of payments.

- Supplies and transport are overspent due to the timing of payments
- There have been few retirements so far this year

Capital

- 4 There has been £185,000 capital expenditure on Fire Authority schemes to date, as shown in Appendix B. All other expenditure is on schedule.

F BACKGROUND PAPERS

- 1 Agenda and Minutes, Royal Berkshire Fire Authority: 11 February 2004

Contact Officer: Andrew Vallance, (0118) 932 2251

APPENDIX A

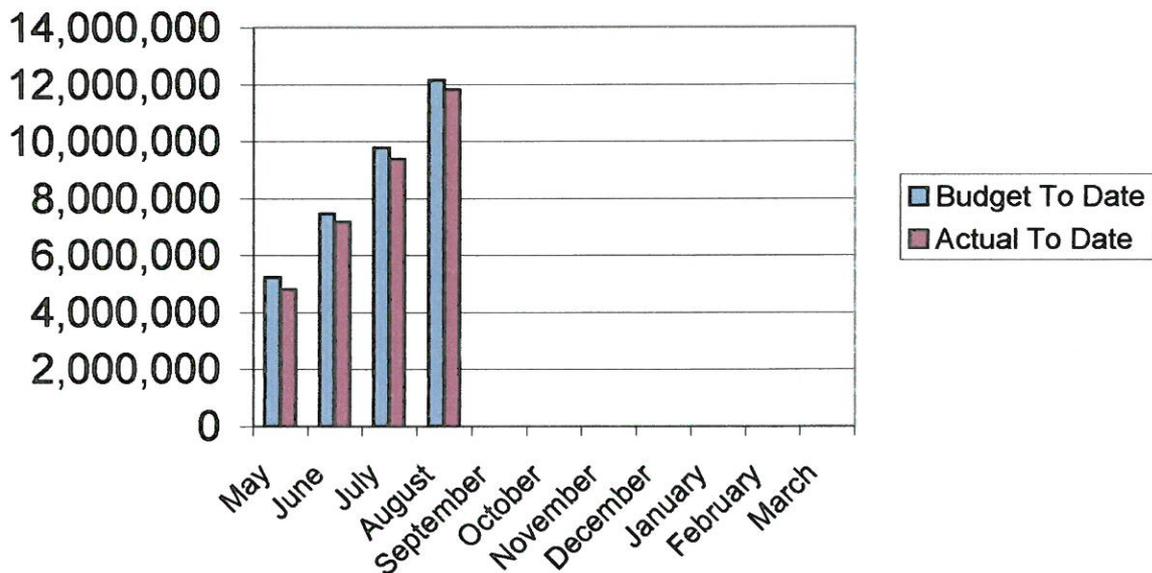
Royal Berkshire Fire Authority

Financial Position at 31st August 2004

Revenue

	Budget to Aug 04	Actual to Aug 04	Over(Under) spend	Annual Budget	Forecast
Employees	7,996,968	7,940,456	(56,512)	19,421,951	19,421,951
Premises	528,884	472,996	(55,888)	1,243,650	1,243,650
Supplies	1,272,437	1,295,480	23,043	2,477,446	2,477,446
Contracted	75,216	59,739	(15,477)	213,050	213,050
Transport	578,088	620,971	42,883	1,223,069	1,223,069
Debt Charges	76,630	76,426	(204)	267,620	267,620
Income	(229,346)	(231,023)	(1,677)	(698,250)	(698,250)
Investment	(45,417)	(54,232)	(8,815)	(109,000)	(109,000)
Revenue Funding Of Capita	0	0	0	0	0
Contribution to Reserve	208,334	208,334	0	500,000	500,000
Non-Pensions	10,461,794	10,389,147	(72,647)	24,539,536	24,539,536
Pensions	1,681,393	1,423,309	(258,084)	4,055,343	4,055,343
Total	12,143,187	11,812,456	(330,731)	28,594,879	28,594,879

Net Revenue Expenditure to 31st August 2004



APPENDIX B

Capital Schemes	Original Budget	Actual	Notes
Premises Maintenance	1,075,956	185,666	
Water Tender replacements	300,000		
Equal Opportunities Facilities	220,000		
Hydraulic Cutting Equipment	38,000		
Total	£1,633,956	£185,666	
Funded by:			
Supported Borrowing		£730,000	
Unsupported Borrowing		£903,956	
		<u>£1,633,956</u>	

AGENDA ITEM 17: EXCLUSION OF THE PUBLIC

To: Royal Berkshire Fire Authority
Date: 13 October 2004
Officer Contributing: Clerk & Monitoring Officer
 Committee Administrator

The Authority is invited to RESOLVE: That under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following 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
18	Part II Minutes:- Wednesday 30 June 2004	1, 7 & 8
19	Part II Minutes of Committees	7 & 8
20	Single Tender Action Mechanical Services at Newbury, Hungerford and Mortimer	7 & 8

Note:

- 1 The Authority is committed to open government and, whenever 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 David R Weller on (0118) 932 2288, A Part I summary of the action taken will be available in the minutes of the meeting.

**AGENDA ITEM 18: PART II MINUTES – ROYAL BERKSHIRE FIRE
AUTHORITY – WEDNESDAY 30 JUNE 2004**

3.33/04 PARTIAL PERFORMANCE POLICY

The Authority was advised (Agenda item 33 – not reproduced) of the perceived need to adopt a Policy regarding partial performance of Contract and were requested to approve a Draft Policy as recommended by the Executive Committee at its meeting on Tuesday 1 June 2004.

Members have already been appraised of the recent unlawful and unofficial industrial action in the Authority where during the period from 21.00hrs on 18 May to 18.00hrs on 19 May 2004 the majority of Stations in Royal Berkshire were taking unofficial action in the form of answering emergency calls only. From 18.00hrs on 19 May to 18.00hrs on 2 June 2004 the majority of, although not all, operational staff were working to the pre-settlement June 2003 conditions.

At its meeting on Tuesday 1 June 2004 the Authority's Executive Committee agreed that no retrospective action should be pursued regarding the actions taken up to that time, but that sanctions should be instigated if the action were to continue beyond the conclusion of the FBU's reconvened Conference. Whilst the Conference was scheduled to end of 18 June the actual action ceased on 2 June 2004. In addition the Committee asked the Chief Fire Officer to bring a policy proposal on partial performance to the Authority in June for consideration.

For operational fire-fighters the proposed framework for the calculation of deductions, which disregards stand-down time was summarised in paragraph 7 of the report (not reproduced). Partial performance could involve all or part of any of the areas outlined in paragraph 7 and more details on these groups of activity was presented in Appendix 1 (not reproduced).

The situations which might require the use of this policy are likely to be fast moving and complex and to this end the policy should allow appropriate deductions to be made form pay, in response to industrial action constituting a breach of contract short of strike action. To allow sufficient flexibility and avoid unnecessary or counterproductive action it was suggested that the timing and amount of such deduction should be at the Chief Fire Officer's discretion, in consultation with the Fire Authority Chairman. This will allow for the sanctions to be invoked at the most appropriate time and level to secure a return to normal working without undue escalation.

Whilst supporting the proposed action some Members were of the opinion that the Chief Fire Officer in addition to consulting the Chairman should also consult the Vice-Chairman and Leader of the Labour Group. The relevant amendment was therefore proposed, seconded and approved.

RESOLVED: That, subject to the proviso that any decisions made at the Chief Fire Officers discretion be made in consultation with the Chairman, Vice-Chairman and Leader of the Labour Group, the proposed policy regarding partial performance be approved and adopted.

3.34/04 PART II MINUTES OF COMMITTEES

The Authority was advised (Agenda item 34 – not reproduced) of the Fire Authority Committees that have taken place since the last meeting in March 2004. Members were advised that copies of the Part II Minutes are available on request from the Committee Administrator on (0118) 932 2288 or by E-Mail at wellerd@rbfrs.co.uk

NOTED

AGENDA ITEM 19: PART II MINUTES OF COMMITTEES

To: Royal Berkshire Fire Authority
Date: 13 October 2004
Officer Contributing: Clerk & Monitoring Officer

A PURPOSE OF REPORT

To advise Members on meetings of the Executive Committee that have taken place since the last meeting of the Fire Authority in June 2004.

B PROPOSED ACTION

The Authority is invited to **NOTE** the report.

C FINANCIAL IMPLICATIONS

There are no financial implications.

D SUPPORTING INFORMATION

1 The following meetings have taken place since the last Fire Authority meeting in June 2004:

Executive Committee Tuesday 3 August 2004

2 Fire Authority Members can obtain copies of the Part II Minutes (if available) from David Weller on (0118) 932 2288) or via E-Mail at wellerd@rbfrs.co.uk

E BACKGROUND PAPERS

Agenda's and Minutes for the above mentioned meetings

Contact Officer: David R Weller (0118) 932 2288

**AGENDA ITEM 20: MECHANICAL SERVICES AT NEWBURY,
HUNGERFORD AND MORTIMER FIRE
STATIONS – SINGLE TENDER ACTION**

To: Royal Berkshire Fire Authority
Date: 13 October 2004
Officer Contributing: Chief Fire Officer

A PURPOSE OF REPORT

To seek Members approval for the award of a contract under single tender action to undertake the removal and replacement of the heating systems at Newbury, Hungerford and Mortimer fire stations. An urgent decision is required to enable the work to be completed before the onset of winter.

B PROPOSED ACTION

The Authority is invited to **RESOLVE:** That, on the grounds of urgency and in accordance with Standing Orders Relating to Contracts No. 10, d and f, the Contract in the sum of £24,681, be awarded to Gardener Mechanical Services under single tender action.

C FINANCIAL AND RISK MANAGEMENT IMPLICATIONS

The cost of this single tender action amounts to £24,681 and will be funded from the existing Facilities Budget.

D CONTRIBUTION TO THE STRATEGIC PLAN

There is no direct contribution to the Strategic Plan arising from this report.

E ASSESSMENT AGAINST THE PARTNERSHIP FOR COMMON SENSE

This report does not directly impact upon the Partnership for Common Sense.

F SUPPORTING INFORMATION

- 1 The Fire Authority is requested to grant approval to award a single action tender contract to Gardener Mechanical Services to undertake the removal and replacement of heating

systems at Hungerford and Mortimer Fire Stations, and the replacement of appliance bay heaters at Newbury Fire Station.

- 2 Four Tenders were sought in accordance with S021 Standing Orders relating to contracts, however only one tender has been received. Two of the other contractors were unable to submit prices due to workloads and the third contractor did not receive prices from his suppliers and sub-contractors.
- 3 The price submitted from Gardener Mechanical Services is competitive as they have been successful in a fully tendered process for other works which they are currently undertaking on Brigade premises

G BACKGROUND PAPERS

None

Contact Officer: ACFO Des Tidbury (0118) 9322218
Pat Arthur (0118) 9233381

