

# ROYAL BERKSHIRE FIRE AUTHORITY



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**MEETING:** **Royal Berkshire Fire Authority**

**DATE AND TIME:** **Wednesday 14 March at 6.30pm**

**VENUE:** **Council Chamber, Royal Borough of Windsor and Maidenhead, Town Hall, St Ives Road, Maidenhead, 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 before the meeting.

D C H Williams  
Clerk to the Authority

**To: MEMBERS OF THE ROYAL BERKSHIRE FIRE AUTHORITY**

J C G Brooks (Chairman), Mrs C Bateson, T Bucknell, R J Day, T P Dredge, R A Flood, E L Glasson, A Gregory, J P Green, E E Herbert, Mrs V Howes, O E Jeffrey, D W Liddiard, T D McCann, D McCarthy, T Mills, J E R Mole, J Morris, Mrs J Orton, D Parker, M Pritchett, B J S Patman (Vice-Chairman), Ms K Peak, A J Ross, D Wilson

**Briefing Meetings:**

Conservative Group:	5.45pm	Meeting Room A - Ground Floor
Labour Group:	5.45pm	Meeting Room B - Ground Floor
Liberal/Democrat Group:	5.45pm	Members Room - First Floor

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**For Further Information regarding this meeting, please contact:  
David R Weller (0118) 932 2288**



ROYAL BERKSHIRE FIRE AUTHORITY  
WEDNESDAY 14 MARCH 2001



## AGENDA

### PART I AGENDA

PAGE NO.

#### CONSTITUTIONAL ITEMS

1	Apologies for Absence	-
2	Part I Minutes: Wednesday 13 December 2000 (Copy attached)	1
3	Part I Minutes of Sub-Groups (For Information)	13
4	Chairman's Communications (if any)	-
5	Petitions and Questions from the Public Under Standing Orders 8 & 9	-
6	Questions from Members under Standing Order 10 (if any)	-
7	Notices of Motion under Standing Order 12 (if any)	-
8	Dates for Future Meetings of the Fire Authority	14

#### ITEMS FOR RESOLUTION

9	Strategic Plan 2001-2006	15
	<i>A copy of the Strategic Plan is attached to the Agenda as a separate document (Appendix A)</i>	
10	Best Value Performance Plan 2001-2002	18
	<i>For Members ease of reference the Best Value Performance Plan is separately page numbered (Front sheet/Index then page numbers 1 - 26)</i>	
11	Community Safety Plan 2001-2002	20
	<i>For Members ease of reference the Community Safety Plan is separately page numbered (Front sheet then page numbers 1 - 21)</i>	
12	Installation of Smoke Detectors in Bedrooms and Fire Suppressing Sprinkler Systems for Domestic Buildings	22



13	Bracknell Forest 'Forestcare'	24
14	Emergency Special Service Calls - Issues and Implications of Levying Charges: Progress Report	26
15	Treasury Management Policy and Statement 2001/2002	29

#### ITEMS FOR INFORMATION

16	ORIS Project Update Report	46
17	Future of Brigade Fire Control Room: Progress Report	48
18	Implementation of Special Appliance Best Value Review: Progress Report	51
19	Statement of Accounts 1999/2000	54

*A copy of the Statement of Accounts is attached to the Agenda as a separate document.*

20	2000/2001 Budget Monitoring	56
21	2001/2002 Budget	61
22	2001/2002 Contributions to the Combined Fire Service Fund	73
23	Review of Standards and Discipline on Wholtime Fire Stations	76
24	Fires, Incidents and Issues of Interest	92
25	Date of Next Fire Authority Meeting	-

*To note that the Annual Fire Authority meeting is scheduled to take place on Wednesday 13 June 2001 in the Council Chamber, Bracknell Forest Borough Council, Town Square, Bracknell commencing at 6.30pm.*

26	Exclusion of the Public	97
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#### PART II AGENDA - CONFIDENTIAL

27	Part II Minutes: Wednesday 13 December 2000 (Copy attached)	98
28	Part II Minutes of Sub-Groups (For Information)	101
29	Fire Brigade's Union - Trade Dispute	<b>To Follow</b>



**AGENDA ITEM 2: MINUTES: 13 DECEMBER 2000**

**MINUTES OF A MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY HELD IN THE FRANK HUTCHINGS MEMORIAL HALL, BRADLEY MOORE SQUARE, THATCHAM ON WEDNESDAY 13 DECEMBER 2000 COMMENCING AT 6.30PM AND CONCLUDED AT 9.37PM**

**Present: J C G Brooks (Chairman), B J S Patman (Vice-Chairman), R A Flood, E L Glasson, John P Green, A Gregory, E E Herbert, O E Jeffery, D W Liddiard, T D McCann, J E R Mole, D Parker, Ms K Peak, M Pritchett, A J Ross, D Wilson**

**Apologies: Mrs C Bateson, R J Day, T P Dredge, Mrs V Howes,**

**4.01/00 MEMBERSHIP OF THE ROYAL BERKSHIRE FIRE AUTHORITY**

The Authority was advised (Agenda item 2 - not reproduced) that Councillor D Wilson had replaced Councillor J Tryon as one of the representative Members from the Royal Borough of Windsor and Maidenhead. The Chairman welcomed Councillor Wilson to the meeting.

**NOTED**

**4.02/00 ADDITIONAL PART II AGENDA ITEM**

In response to a request from the Chairman, Members approved the inclusion of the following additional Part II Agenda item for consideration at the meeting on the grounds of urgency:

Agenda item 30: Implementation of Process to Appoint a New Chief Fire Officer and Fire Authority Structure

The Chairman took the opportunity to advise Members that the Chief Fire Officer, Mr David Harper, would be leaving the Brigade in the new year having been appointed as one of Her Majesty's Inspectors of Fire Services. Having joined the Royal Berkshire Fire and Rescue Service in 1979 from West Sussex he became Chief Fire Officer in 1994. The Chairman indicated that he was extremely proud of the service the Brigade provided for the people of Berkshire. He therefore wished to place on record his sincere thanks to Mr Harper for all the support and guidance that he had given, not only to himself, but also to the Brigade and on behalf of the Fire Authority wished Mr Harper good health and every happiness for the future. Mr Harper thanked the Chairman for his very kind words and wished him and Members of the Fire Authority continued success in the future.



**4.03/00 MINUTES: 6 SEPTEMBER 2000**

The Minutes of the last meeting held on Wednesday 6 September 2000, having been previously circulated, were taken as read and signed by the Chairman as a correct record.

**4.04/00 PART I MINUTES OF SUB-GROUPS**

The Authority was advised (Agenda item 4 - not reproduced) of the Personnel Committee, Urgency Committee, Performance Review and Audit Panel, Community Safety Panel and Fire Liaison Group meetings that had taken place since the last meeting. Members were advised that copies of the Part I Minutes were available from the Committee Administrator.

**NOTED****4.05/00 CHAIRMAN'S COMMUNICATIONS**

The Chairman had nothing to report.

**4.06/00 PETITIONS AND QUESTIONS FROM THE PUBLIC**

The Authority received two Petitions under Standing Order 8 relating to the proposed removal of the Rescue Support Vehicle from Newbury and seeking support for the future role of Fire-Fighters and Control Staff in Berkshire. The two Petitions, the text of which was set out in paragraph 1 of the report (not reproduced), contained 135 and 4628 signatures respectively.

In accordance with the provisions of Standing Order 8(d) the Authority received an address from the Organiser of the second Petition.

**RESOLVED:** That:

- 1 The Petitions be received and considered in conjunction with Agenda item 13 (Budget 2001/2002)
- 2 The Petition Organisers be informed of the Fire Authority's decision.

**4.07/00 QUESTIONS FROM MEMBERS**

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



**4.08/00 NOTICES OF MOTION**

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

**4.09/00 JOINT MEMBER STEERING PANEL ON FUTURE OF CONTROL ROOMS: APPOINTMENT OF MEMBERS**

The Authority was requested (Agenda item 9 - not reproduced) to appoint its three Members and their named Standing Deputies to the Joint Member Steering Panel on the future of Control Rooms.

**RESOLVED:** That:

- 1 Councillors O E Jeffery, J P Green and Ms K Peak be appointed as the Fire Authority's representatives on the Joint Member Steering Panel.
- 2 The following named Standing Deputies be appointed:

Councillor J C G Brooks for Councillor O E Jeffery  
 Councillor D Wilson for Councillor J P Green  
 Councillor Mrs J Orton for Councillor Ms K Peak

**4.10/00 MODERNISING LOCAL GOVERNMENT - STANDARDS COMMITTEE**

The Authority's approval was sought (Agenda item 10 - not reproduced) to the establishment and constitution of a Standards Committee, with independent membership, for the Authority as required under the Local Government Act 1999.

Information relating to how the Unitary Authorities were approaching this was set out in paragraphs 3 to 7 of the report (not reproduced). The Royal Borough of Windsor and Maidenhead and Wokingham District Council had also provided copies of the Terms of Reference for their new Committees, copies of which were presented in Appendices 1 and 2 respectively (not reproduced).

In supporting the suggestion that the four Independent Members of the Committee should be appointed from those responding to a County wide advertisement, Members were of the opinion that the Chairman of the Standards Committee should be appointed from among the Independent Members. In the interim period however it was agreed that a Councillor be appointed as Acting Chairman.

**RESOLVED:** That:

- 1 A Standards Committee of seven be established with one Member being



nominated by each of the Political Groups on the Authority and four "Independent Members" being appointed by the Authority from those responding to a County wide advertisement.

- 2 Councillors E L Glasson, A Gregory and M Pritchett be appointed as the Fire Authority representatives on the Standards Committee.
- 3 The Committee's Terms of Reference be those set out in Appendix 1, suitably amended.

#### **4.11/00 MODERNISING LOCAL GOVERNMENT: STRUCTURE OF THE FIRE AUTHORITY**

The Authority were requested (Agenda item 11 - not reproduced) to review its Committee Structure under the provisions of the Local Government Act 1999 and to approve proposals relating to the Performance Review and Audit Panel and Community Safety Panel.

**RESOLVED:** That:

- 1 Membership of the Performance Review and Audit Panel be increased from 6 to 9
- 2 Membership of the Community Safety Panel be increased from 3 to 6.
- 3 The Performance Review and Audit Panel be authorised to approve the Best Value Performance Plan in the event that it is impossible to obtain Authority approval within the required timescale.
- 4 No changes be made to the Authority's Personnel and Urgency Committees, Budget Working Party and Fire Liaison Group
- 5 The Party Spokespersons be invited to nominate the additional Members to the Performance Review and Audit Panel and Community Safety Panel.

#### **4.12/00 DISTRICT AUDIT - MANAGEMENT LETTER TO MEMBERS**

The Authority was informed (Agenda item 12 - not reproduced) of the receipt of the District Auditor's Management Letter to Members in respect of the Audit for the year 1999/2000. Members were reminded that the District Auditor had completed the Audit of the Accounts for 1999/2000, which had been approved by the Fire Authority at its meeting in September 2000.

On the invitation of the Chairman, Members received a presentation from Mr Stephen Taylor, District Auditor and Mr Hassan Rohimum, Audit Manager, on the contents of



Management Letter to Members, presented as Appendix 1 (not reproduced). Mr Taylor wished to record his thanks to Officers for all their help and assistance during the Audit. Members' attention was drawn to paragraph 4 of the report (not reproduced) which set out the proposed actions in respect of the three recommendations contained in the letter. Following the presentation Members were given the opportunity to ask questions or seek clarification on the Management Letter. It was noted that an unqualified Audit opinion on the Annual Accounts for 2000/2001 would be issued by the District Auditor.

The Chairman thanked Mr Taylor and Mr Rohimum for their attendance at the meeting and for a very full and informative presentation. He also wished to place on record his thanks to the Chief Fire Officer and Senior Management, Mr D Illingworth (Authority Treasurer), Mr A Vallance (Head of Financial Services) and the staff in the Finance Department for all their hard work in achieving a very positive outcome.

#### **4.13/00            BUDGET 2001/2002**

The Authority's approval was sought (Agenda item 13 - not reproduced) to the 2001/2002 Budget and Capital Programme so that notice of the estimates of net expenditure for 2001/2002 could be given to the Constituent Authorities.

The Chairman indicated that prior to consideration of the Budget he would be asking Members to consider and determine the implementation of the recommendations arising from the Best Value Review of Special Appliances. A copy of the report considered by the Performance Review and Audit Panel at its meeting on Thursday 2 November 2000 was presented in Appendix J (not reproduced).

The Authority therefore received a visual presentation on the current situation regarding the location of the Special Appliances which included an explanation of switch crewing, proposals for the future, together with the associated costs and staffing implications. Members attention was also drawn to the FBU's comments on the Review which had been circulated to all Members together with the Chief Fire Officer's response, a copy of which had been circulated prior to the meeting (not reproduced). The Authority also had regard to the two Petitions on the Rescue Support Vehicles and the role of Fire-Fighters and Support Staff (Minute 4.06/00).

The Budget Working Party at its meetings in November and December 2000 had considered the implications of the Review and had agreed to the reinstatement of the Fire Rescue Boat in the Special Appliances Review at an estimated cost of £60,000 which included the purchase of the required equipment and associated Fire-Fighter training.

If Members were minded to approve the implementation of the recommendations arising from the Review then, under Section 19 of the Fire Service Act 1947, it would be necessary for application to be made to the Secretary of State seeking approval to implement the approved recommendations.



The Chairman in supporting the outcome of the Review proposed that the Training Reserve be established but that it be increased from 12 to 16 Fire-Fighters. The proposal having been seconded was agreed. In addition the Chief Fire Officer was requested to look at the current recruitment and training policy and present a report on the outcome of that investigation to a future Fire Authority meeting.

In response to a request from Members, the Chief Fire Officer agreed to present progress reports on the implementation of the Special Review recommendations to all future Fire Authority meetings.

The Chairman then proposed that the implementation of the recommendations arising from the Best Value Review of Special Appliances, as amended, be approved and actioned accordingly. The proposal having been seconded was put to the vote and was carried by 13 votes to 1 with two abstentions.

On the invitation of the Chairman, the Authority Treasurer then took Members through the report drawing their attention to the following Annex/Appendices (not reproduced) which highlighted and expanded on various aspects of the documents presented including the recommendations of the Budget Working Party from its meeting on Tuesday 4 December 2000 (not reproduced):

- Annex 1: Minutes of Budget Working Party - Tuesday 4 December 2000
- Appendix A: Budget Indications 2001/2002 Compared with Overall Budget Options set by Fire Authority
- Appendix B: Budget 2001/2002 before the incorporation of Growth Bids and Potential Savings, compared with Budget 2000/2001
- Appendix C: Fire Brigade Spending Compared with Standard Spending Assessment (SSA).
- Appendix D: Expenditure per Head of Population for all Brigades excluding Metropolitan Brigades.
- Appendix E: Revenue Growth Bids
- Appendix F: Best Value Review Savings/Additional Income
- Appendix G: Capital Bids
- Appendix H: Budget 2001/2002
- Appendix I: 2001/2002 Net Base Budget

The Treasurer drew Members attention to Appendix H which indicated that the increase in SSA was 6.71%. In addition it was necessary to add £80,000 to the Budget in respect of the decision made regarding the further four Fire-Fighters added to the Training Reserve. However the sum of £50,000 shown on Appendix E in respect of the appointment of Consultants for the Joint Control Centre could be reduced to £20,000 following an investigation by the Chief Fire Officer.

This represents a net increase on the Budget presented of £50,000 which based on Appendix A would give a Fire and Rescue Budget for 2001/2002 of £19.430m against £19.380m as shown in the report. When adding in the Pension costs of £2.990m the Fire Authority's Budget for 2001/2002 would be £22.420m which gave a spend in



excess of SSA 6.86% compared with 7.78% in 2000/2001. The percentage increase over the 2000/2001 Budget was therefore 5.80% with the Fire-Fighters Pension Scheme Deficit and Local Government Pension Scheme accounting for 1.76% of that figure leaving 4.04% to cover the remaining Fire Authority expenditure. If Members were minded to approve the budget as amended then the figures relating to the allocation of the Budget to the Unitary Authorities would be amended to reflect that decision.

Members attention was drawn to the proposed Capital Programme presented in Appendix G which totalled £1,161,500 together with the indicative method of financing which based on the assumption that three replacement fire appliances are leased, would require loan finance of £718,000. This would be covered by £598,000 Basic Credit Approval and £120,000 Supplementary Credit Approval with the balance of £13,500 being met by a Revenue Contribution. The Treasurer also referred to the on-going implication of a policy of leasing appliances and borrowing to finance other schemes up to the credit approval received. The resulting Revenue implications were cumulative and after ten years would be costing the Authority £1.2m per annum.

The Chairman in thanking the Authority Treasurer for presenting the Budget report proposed that the Fire Authority's Revenue Budget and Capital Programme (as amended) for 2001/2002 be approved. The proposal having been seconded was put to the vote and was carried by 13 votes to 3 with no abstentions.

**RESOLVED:** That:

- 1 The implementation of the recommendations arising from the Best Value Review of Special Appliances (as amended) be approved and actioned accordingly.
- 2 The Capital Programme as set out in Appendix G and its indicative method of financing be approved.
- 3 The estimate of net expenditure of the Authority be £22,420,000 and the Constituent Authorities be advised accordingly.
- 4 The progress and other reports referred to above be presented to future Fire Authority meetings.

**4.14/00 PROPOSED BUILDING WORKS AT SONNING FIRE STATION**

The Authority's approval was sought (Agenda item 14 - not reproduced) to the principle of extending the Fire Station at Sonning in partnership with the Sonning Fire Brigade Trust, the owners of the building, and the local community.



The current facilities at the Station are extremely limited and the proposed improvements, based on an initiative of the station personnel, had the support of the Trust and local community, subject to it being in keeping with the existing building.

If Members were minded to approve the scheme then it was the Chief Fire Officer's intention to establish a Partnership Project Board comprising appropriate Officers of the Brigade together with representatives of the Trust and local community. Any identified costs of the scheme would be presented to the Budget Working Party in 2001 for consideration in the 2002/2003 budget cycle.

**RESOLVED:** That a partnership be explored with the aim of building an extension to the Station to form a Training Room for Station Personnel ( also to be used by the local community for appropriate activities), with progress reports being presented to future Fire Authority meetings.

#### **4.15/00 REVIEW OF GRIEVANCE PROCEDURE**

The Authority's approval was sought (Agenda item 15 - not reproduced) to the introduction of a revised Grievance Procedure designed to address issues arising from its operation during the past few months together with recent developments in the field of employment law.

Based on issues raised by Members on the operation of the Grievance Procedure and potential implications arising following the introduction of the Human Rights Act 1998 and the Employment Relations Act 1999 the Authority's Grievance Procedure had been reviewed.

A copy of the revised Grievance Procedure was therefore presented in Appendix 2 (not reproduced). The changes had been subject to consultation with the recognised Representative Bodies and whilst a large measure of agreement had been reached, some outstanding issues remained as set out in Appendix 1 (not reproduced).

In considering the outstanding issues as set out in Appendix 1, Members were of the opinion that no further changes should be made to the revised Grievance Procedure as presented in Appendix 2.

**RESOLVED:** That the revised Grievance Procedure as set out in Appendix 2 be approved and implemented accordingly.

#### **4.16/00 BEST VALUE REVIEW OF FLEXIBLE DUTY OFFICERS FIRE COVER ARRANGEMENTS**

The Authority considered a report (Agenda item 16 - not reproduced) on the outcome of the Best Value Review of Flexible Duty Officer Fire Cover Arrangements and approval was sought to the conclusions of the Review.



The Review, which had absorbed some 218 working hours across various levels of the Brigade, had commenced in November 1999 with the final report being completed in July 2000. A copy of the Review Document was presented as Appendix 1 (not reproduced) and Members' attention was drawn to the recommendations emanating from the Review as detailed in the Executive Summary set out on page 1 (not reproduced).

**RESOLVED:** That the conclusions of the Review as set out in the report be endorsed and adopted as Brigade Policy.

#### **4.17/00            INTRANET/EXTRANET DEMONSTRATION**

Members were advised that due to some technical difficulties associated with the server it would not be possible for the demonstration to take place. It would therefore be deferred until the Fire Authority meeting in March 2001.

#### **4.18/00            2000/2001 BUDGET MONITORING**

The Authority was informed (Agenda item 18 - not reproduced) of the Revenue and Capital expenditure against budgets up to 31 October 2000 as presented in Appendices A and B respectively (not reproduced).

**NOTED**

#### **4.19/00            FIRE-FIGHTERS' PENSION SCHEME**

The Authority was informed (Agenda item 19 - not reproduced) of the outcome of a study to identify the future possible costs to the Authority of the Fire-Fighters' Pension Scheme.

Members' attention was drawn to Appendix A (not reproduced) which summarised the key factors of the Pension Scheme together with Appendix B (not reproduced) which showed a year by year projection of Gross and Net Pension Costs for the 20 years 2000/2001 to 2019/2020.

**NOTED**

#### **4.20/00            VEHICLE MAINTENANCE - BEST VALUE EXERCISE: PROGRESS REPORT**

The Authority was advised (Agenda item 20 - not reproduced) of the progress being made with the Vehicle Maintenance Best Value and European Tendering exercise. In noting the progress made to date Members were advised that as the evaluation of the



bids was a complex task a full report with recommendations would be presented to an Urgency Committee. It was hoped to arrange the meeting on Thursday 1 February prior to a meeting of the Performance Review and Audit Panel.

**NOTED**

**4.21/00 BRIGADE PLANNING AND RESPONSE TO FUEL CRISES**

The Authority was advised (Agenda item 21 - not reproduced) of the impact on the Brigade and planning contingencies put in place during the recent fuel crises.

**NOTED**

**4.22/00 CROWTHORNE FIRE CADET UNIT - PROGRESS REPORT**

The Authority received a progress report (Agenda item 23 - not reproduced) on the Fire Cadet Unit established at Crowthorne Fire Station in the early summer of 1999.

In noting the excellent progress being made at the Unit in Crowthorne the Chairman expressed his disappointment that it had not been possible to establish similar units in other areas. The Chief Fire Officer replied that the establishment of further units requires the services of Fire-Fighters who are willing to act as instructors in a voluntary capacity in their own time, without payment. The Chairman also wished to place on record his thanks to Bracknell Forest Borough Council for their continued support of the Cadet scheme.

**NOTED**

**4.23/00 HALF YEARLY REPORT FOR MEDICAL RETIREMENTS, WORKPLACE ACCIDENTS AND SICKNESS ABSENCES**

The Authority was informed (Agenda item 23 - not reproduced) of the number of medical retirements, workplace accidents and sickness absences in the Brigade during the period 1 April to 30 September 2000. Percentage figures for duty days lost due to sickness absences together with comparisons from other Brigades and Local Government were presented in Annex 1 and 2 respectively (not reproduced).

**NOTED**

**4.24/00 FIRES, INCIDENTS AND ISSUES OF INTEREST**

The Authority received a report (Agenda item 24 - not reproduced) summarising some of the incidents attended by the Brigade during the period 1 July to 31 October 2000



together with extracts from letters of thanks and appreciation received and news from around the Brigade.

**NOTED**

**4.25/00 DATE OF NEXT MEETING**

It was noted that the next meeting was scheduled to take place on Wednesday 14 March 2001 in the Council Chamber, Royal Borough of Windsor and Maidenhead, Town Hall, St Ives Road, Maidenhead commencing at 6.30pm. Members were reminded that the Annual Fire Authority meeting on Wednesday 13 June 2001 would be hosted by the Bracknell Forest Borough Council.

**4.26/00 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:

	<b>Agenda item</b>	<b>Paragraph</b>
27	Part II Minutes: Wednesday 6 September 2000	1,8,9,& 11
28	Part II Minutes of Sub-Groups	1,8 & 9
29	Third Party Aerial Sites on Authority Premises	8 & 9
30	Implementation of Process to Appoint a New Chief Fire Officer and Fire Authority Structure	1

*(Note: The following is a summary of the items considered in the Part II Agenda of the Fire Authority meeting held on Wednesday 13 December 2000)*

**4.27/00 PART II MINUTES: 6 SEPTEMBER 2000**

The Part II Minutes of the last meeting held on Wednesday 6 September 2000 were received and approved as a correct record.

**4.28/00 PART II MINUTES OF SUB GROUPS**

The Authority was advised (Agenda item 28 - not reproduced) of the Sub-Group meetings that had taken place since the last Fire Authority meeting.



**4.29/00            THIRD PARTY AERIAL SITES ON AUTHORITY PREMISES -  
PROPOSED POLICY**

The Authority, having considered the implications of the current disposition of third party aerial sites on Authority premises, approved the adoption of a proposed Policy for all future installations.

**4.30/00            IMPLEMENTATION OF PROCESS TO APPOINT A NEW  
CHIEF FIRE OFFICER AND FIRE AUTHORITY STRUCTURE**

The Authority, in agreeing that the Fire Authority's present structure be continued, approved the implementation of the process to appoint a new Chief Fire Officer.



**AGENDA ITEM 3: PART I MINUTES OF SUB-GROUPS**

**To:** Royal Berkshire Fire Authority  
**Date:** 14 March 2001  
**Officer Contributing:** Clerk & Monitoring Officer

**A PURPOSE OF REPORT**

To advise Members on meetings of the Personnel Committee, Urgency Committee, Performance Review and Audit Panel Community Fire Safety Panel and the Fire Liaison Group that have taken place since the last meeting of the Fire Authority in December 2000.

**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 December 2000:

**Personnel Committee:** Monday 8 January 2001 (A further meeting is scheduled to take place on Monday 12 March 2001).

**Performance Review and Audit Panel** Thursday 1 February and Thursday 1 March 2001

**Urgency Committee** Thursday 1 February and Monday 26 February 2001 (A further meeting is scheduled to take place on Thursday 8 March 2001)

**Fire Liaison Group** Monday 26 February 2001

**Community Safety Panel** Thursday 25 January 2001

2 Copies of the Part I Minutes (if available) can be obtained from David Weller on (0118) 932 2288)

**E BACKGROUND PAPERS**

Agenda's and Minutes for the above mentioned meetings

**Contact Officer:** David R Weller (0118) 932 2288



**AGENDA ITEM 8: DATES FOR FUTURE MEETINGS OF THE FIRE AUTHORITY**

**To:** Royal Berkshire Fire Authority  
**Date:** 14 March 2001  
**Officer Contributing:** Clerk and Monitoring Officer

**A PURPOSE OF REPORT**

To agree on dates for future meetings of the Fire Authority for the period September 2001 to June 2002.

**B PROPOSED ACTION**

The Authority is invited to consider the report and **RESOLVE:** That future Fire Authority meetings be held on the following dates in 2001/2002, commencing at 6.30pm, at venues to be determined:

Wednesday 19 September 2001  
 Wednesday 19 December 2001 - Budget Meeting  
 Wednesday 13 March 2002  
 Wednesday 19 June 2002 - Annual Meeting

**C FINANCIAL IMPLICATIONS**

There are no financial implications

**D SUPPORTING INFORMATION**

1 It will be necessary to agree on dates for meetings of the Fire Authority in 2001/2002 and to assist Members the following dates are suggested, all commencing at 6.30pm:

Wednesday 19 September 2001  
 Wednesday 19 December 2001 - Budget Meeting  
 Wednesday 13 March 2002  
 Wednesday 19 June 2002 - Annual Meeting

2 Members are therefore asked to consider the above dates and Resolve accordingly. If Members are minded to approve the dates then provisional bookings of suitable venues, already made, will be confirmed and reported at the meeting. In addition the Unitary Authorities will be asked to include the dates in their Meeting Diaries.

**E BACKGROUND PAPERS**

None

**Contact Officer:** David R Weller: (0118) 932 2288



**AGENDA ITEM 9: STRATEGIC PLAN 2001-2006**

**To** Royal Berkshire Fire Authority  
**Date** 14 March 2001  
**Officer Contributing** Chief Fire Officer

**A PURPOSE OF THE REPORT**

To seek the Authority's approval to the Strategic Plan 2001-2006 as recommended by the Performance Review and Audit Panel.

**B PROPOSED ACTION**

The Authority is invited to consider the report and **RESOLVE:** That the Strategic Plan 2001-2006 be approved and adopted.

**C FINANCIAL IMPLICATIONS**

The cost of production and circulation of the plan is estimated at £2,000, which can be funded from within existing budgets. The financial impact of the individual strategic planning issues will be the subject of separate reports to future Fire Authority meetings as considered appropriate.

**D CONTRIBUTION TO STRATEGIC PLAN**

This report details the Strategic Plan for 2001-2006

**E SUPPORTING INFORMATION**

1. At its meeting on Thursday 1 March 2001, the Performance Review and Audit Panel received the Draft Strategic Plan 2001-2006. Members are reminded that the Fire Authority at its meeting in July 1999, approved the adoption of a strategic plan as the basis for the long-term direction of the Brigade.
2. The Authority considered that the plan should develop year on year to meet the changing circumstances of the service, and to this end, updated versions of the plan should be presented every twelve months to the Authority for approval.



3. The framework of the plan remains the same. The plan sets out a Statement of Purpose and defines Service Aims and Targets with the strategic planning process being explained along with the elements considered in its formulation.
4. The duty of Best Value as defined by the Local Government Act 1999 sets out a framework for the Authority to deliver services to clear standards by the most effective, economic and efficient means available. The Best Value framework has been incorporated into the strategic planning process. By inherently adopting Best Value principles the Authority will establish a process of continuous improvement.
5. The underlying principle of the plan is that it is a developing document which will reflect a continuous cycle of improvement and incorporate the ability to reflect national and local issues as they arise. Consideration has been given to the report "Service and Financial Planning" provided as part of the Value for Money work of the District Audit service.
6. A vision has been developed which shows what the service is seeking to achieve for the people of Berkshire. The Strategic Aims are linked directly to the achievement of the vision. Strategic Targets are designed to drive the Service towards achievement of this vision and are linked to the Service Aims in a logical manner. In addition local performance targets have been developed which will be specific, measurable, achievable, relevant and time-bound. A number of Fire Service specific Best Value performance indicators along with General Health indicators have been published by the Government. These have also been incorporated into the Service Targets
7. A major part of the Strategic Plan is a series of functional reviews which are targeted across the whole of the organisation. In addition to the major functional reviews detailed, strategic reviews and key projects have been subdivided into areas of responsibility of the three directorates and the "Executive" function. This includes the functions undertaken by the Clerk/Monitoring Officer and the Authority Treasurer. Some reviews will lead to targets for implementation in subsequent years. Included within the review targets are all current "expectations" for the service including criteria for Best Value, Government and Local Targets
8. As result of the Authority's arrangements for implementing Best Value, the priority of the functions requiring reviews has changed. The new series of functional reviews is now incorporated into the Strategic Plan. As reviews are undertaken it is likely that proposals will be made with financial implications. Consideration will be given to the way in which reviews impact on financial planning.
9. The relationship between the functional reviews, Chief Officer reviews and Directorate reviews and tasks and the strategic aims is identified ensuring there is a clear link and that actions are focused on key priorities of the Authority. An individual brief has been developed for each project, to include milestones and timescale.



10. The Chief Fire Officer and Directors are reviewing the strategic planning process to develop a system of inter-related plans which will cascade throughout the organisation, from the strategic plan through to each member of staff's individual performance development plan. These will show a clear link between individual targets and the Authority's strategic aims and objectives, enabling employees to recognise their own contribution to those aims. In addition, all the Authority's plans will be co-ordinated to show their own inter-relationship, with defined time-scales for their development, approval by Members, issue and reporting. It is estimated that this process of development will be completed during 2001/2002, with full implementation by 1 April 2002
11. District Audit and HM Fire Service Inspectorate have been consulted in respect of the plan as have the Authority's Clerk and Monitoring Officer and Treasurer – both of whom have targets within the plan in respect of their referenced areas
12. Once approved it is the intention to provide copies of the strategic plan to each member of the Authority's staff, to Leaders and Chief Executives of the constituent Authorities, Berkshire's MP's, HM Fire Service Inspectorate, other Emergency Services and to prospective partners in the local commercial / industrial community.
13. A copy of the Draft Strategic Plan (Appendix A) which incorporates comments of the Performance Review and Audit Panel is attached to this Agenda as a separate document. Members are therefore asked to approve its adoption for publication on 1 April 2001

## **E BACKGROUND PAPERS**

- 1 Agenda and Minutes: Fire Authority Meeting - 14 June 2000
- 2 Royal Berkshire Fire and Rescue Service Strategic Plan 1999-2004
- 3 Value for Money Study: Service and Financial Planning – Report of District Audit
- 4 Draft Report following Performance Review Inspection of Royal Berkshire Fire and Rescue Service by HM Inspectorate of Fire Services
- 5 Agenda: Performance Review and Audit Panel - 1 March 2001

**Contact Officers:** Mike Clement-Green (0118) 932 2225  
 Dave Phillips (0118) 9322238



**AGENDA ITEM 10: BEST VALUE PERFORMANCE PLAN 2001/2002**

**To** Royal Berkshire Fire Authority  
**Date** 14 March 2001  
**Officer Contributing** Chief Fire Officer

**A PURPOSE OF REPORT**

To seek the Authority's approval to the Best Value Performance Plan 2001/2002 as recommended by the Performance Review and Audit Panel.

**B PROPOSED ACTION**

The Authority is invited to consider the report and **RESOLVE:** That the Best Value Performance Plan 2001/2002 be approved and adopted.

**C FINANCIAL IMPLICATIONS OF PROPOSED ACTION**

The cost of a half page display in local newspapers and producing sufficient copies of the Plan will £5000 and £... respectively and can be funded from within the approved Best Value Performance Plan budget.

**D CONTRIBUTION TO THE STRATEGIC PLAN**

The Best Value Performance Plan contributes to the Strategic Plan target to consider Best Value principles.

**E SUPPORTING INFORMATION**

- 1 At its meeting on Thursday 1 March 2001, the Performance Review and Audit Panel received the Draft Best Value Performance Plan 2001/2002. The Plan had been prepared and produced in accordance with the requirements set out in the Local Government (Best Value) Performance Plans and reviews Order 1999 SI 3251.
- 2 In response to a request from the Panel, Officers have explored the possible assisted distribution of the Best Value Performance Plan Summary Sheet by utilising Constituent Authorities Newsletters or other publications. Although a very positive feedback was received such an exercise was not possible this year due to time-scales, cost and available space. However discussions are continuing with a view to collaborating with the Constituent Authorities next year.
- 3 In view of this the Panel authorised the Chief Fire Officer to proceed with a half page display in local newspapers covering the whole County at an estimated cost of £5,000. This method of publicising the Plan's Summary Sheet has been accepted by the District Auditor.



- 4 A copy of the Draft BVPP is attached as Appendix 1 for Members consideration. Comments of the Performance Review and Audit Panel will be incorporated and further minor amendments made to the text before the document receives its final proof reading prior to it being sent to the printers. For ease of reference the Best Value Performance Plan is separately page numbered (Front Sheet/Index and then page numbers 1 - 26)
- 5 Members are therefore asked to consider the Best Value Performance Plan 2001/2002 and approve its adoption, as recommended by the Performance Review and Audit Panel, for publication on 1 April 2001.

## **F BACKGROUND PAPERS**

- 1 Agenda and Minutes: Brigade Management Team - 16 February 2001
- 2 Agenda: Performance Review and Audit Panel - 1 March 2001

**Contact Officers:** Mike Clement-Green (0118) 932 2225  
Peter Boardman (0118) 933 1679



**AGENDA ITEM 11:****COMMUNITY SAFETY PLAN 2001/2002**

To  
Date  
Officer Contributing

Royal Berkshire Fire Authority  
14 March 2001  
Chief Fire Officer

**A PURPOSE OF REPORT**

To seek the Authority's approval to the Community Safety Plan 2001/2002 as recommended by the Community Safety Panel.

**B PROPOSED ACTION**

The Authority is invited to consider the report and **RESOLVE:** That the Community Safety Plan 2001/2002 be approved and adopted.

**C FINANCIAL IMPLICATIONS OF PROPOSED ACTION**

The cost of reproducing and distributing this document will be around £1500 for 2000 copies. This expenditure can be met from within the approved Community Safety budget for 2000/2001.

**D CONTRIBUTION TO THE STRATEGIC PLAN**

The Brigades 'Statement of Purpose' focuses attention on the need to 'help secure a safe society by reducing the incidence of death, injury and damage to property from fire and other emergencies'. In addition, one of the primary aims of the Brigade is to 'prevent the incidence of fire through fire safety education'. Therefore, this document can be seen to directly support the strategic plan in the Brigades attempt to achieve national and local targets.

**E SUPPORTING INFORMATION**

1. At its meeting on Thursday 25 January 2001, the Community Safety Panel received the Draft Community Safety Plan 2001/2002. The Panel was advised that Community Safety Plans must be updated annually with a copy submitted to the Home Office in April each year. These plans help Brigades develop a more strategic, data driven approach to fire prevention and instil a regular planning cycle for Community Fire Safety Work.
2. The Plan also underpin the Government's wish to see a shift in emphasis from firefighting to fire prevention and to make Community Fire Safety a core activity of Brigades work. In addition they are used to assist Brigades focus Community Fire Safety priorities and thereby improve the service delivered to the public.



3. Following consideration of the Draft Plan by the Panel various amendments to the text were suggested and these have been incorporated into the revised version of the Community Safety Plan 2001/2002, a copy of which is attached as Appendix 2. For ease of reference the Community Safety Plan is separately page numbered (Front sheet and then page numbers 1 - 21)
4. Distribution will be the same as for the Strategic Plan and copies will be circulated to Unitary Authorities, Libraries, Fire Stations and Doctors Surgeries etc and will also be available on the Brigade's Web-Site. In addition and as reported to the Panel at its meeting in October 2000 arrangements have been made to allow members of minority ethnic communities, wishing to read the Plan, to have it translated verbally to them through the interpreting company "Language Line". This is considered to be the most cost effective way of achieving wider access to the Plan. Details of how to make use of the interpreting company will be printed on the front page of the Plan in the three most common community minority ethnic languages.
5. Members are therefore asked to consider the Community Safety Plan 2001/2002 and approve its adoption, as recommended by the Community Safety Panel, for submission to the Home Office by 1 April 2001.

#### **F BACKGROUND PAPERS**

- 1 Dear Chief Fire Officer Letter 21/1998 & 01/2000
- 2 Community Safety Plan 2000/01
- 3 HMI Expectations (Good Practice) August 2000
- 4 Agenda and Minutes: Community Safety Panel - 25 January 2001

**Contact Officers:** Lee Howell (0118) 932 2272  
David Weller (0118) 932 2288



**AGENDA ITEM 12:           INSTALLATION OF SMOKE DETECTORS  
                                  IN BEDROOMS AND FIRE SUPPRESSING  
                                  SPRINKLER SYSTEMS FOR DOMESTIC  
                                  BUILDINGS.**

**To:**                               **Royal Berkshire Fire Authority**  
**Date:**                           **14 March 2001**  
**Officer Contributing:**       **Chief Fire Officer**

**A       PURPOSE OF REPORT**

To seek the Authority's approval to an initiative to secure domestic smoke detectors to be installed in every bedroom of new build houses, and as a trial basis, for domestic sprinklers to be incorporated into all new build houses within a single development project.

**B       PROPOSED ACTION**

The Authority is invited to consider the report and RESOLVE: That:

- 1       The relevant planning committees of each constituent Authority be approached to support the recommendation that in new domestic dwellings the required provision of single point domestic smoke detectors be extended to include one in each bedroom.
- 2       A recommendation be made to the Department of the Environment, Transport & Regions, to amend the Building Regulations – Approved Document "B" to include extended smoke detection coverage.
- 3       The Chief Officer be requested to seek, in partnership with the constituent Authorities and Housing Developers, the trial installation of residential sprinkler systems within a proposed new local housing development.

**C       FINANCIAL IMPLICATIONS**

There are no financial implications arising from this report.

**D       CONTRIBUTION TO THE STRATEGIC PLAN**

This report contributes to the service target to reduce the number of deaths and injuries from dwelling fires per 10,000 population as well as assisting in confining fires in dwellings to the room of origin.



## **E SUPPORTING INFORMATION**

- 1 At its meeting on Thursday 25 January 2001, the Community Safety Panel considered a report on an initiative, to extend the installation of domestic smoke detectors into every bedroom of new build houses. This has already been achieved in Hampshire by persuading house builders based in the area to incorporate the scheme into their new housing developments. This approach has met with some success, albeit some builders have declined to participate in the scheme. In addition, there is no evidence that this initiative is being extended in to Berkshire by the same builders.
- 2 The Building Regulations currently require that a smoke detector is placed on each floor of a house, generally in the hall and landing. Although this represents a considerable advance in fire safety in the home, the proposal of a smoke detector in every bedroom can significantly improve life safety when considering the fire load that can now be found in these rooms. In many instances, a bedroom can now also be considered in its own way as a living room. Bedrooms now contain a multitude of electrical devices including computers, televisions, videos etc. The impact of this is not only to increase considerably the fire loading within the bedroom, due to the large amount of plastics in the equipment and associated products, but also the potential for a fire to start through an electrical fault is more probable than a few years ago.
- 3 Combined with the above, the bedroom is now a room where people more frequently seek solitude and privacy and anecdotal evidence suggests that increasingly fires are occurring accidentally within bedrooms from children playing, reinforcing the need for the earliest warning possible of a fire in one of these rooms.
- 4 In association with the request for improving fire safety in the home, awareness of the positive benefits that residential sprinkler systems have to offer in saving life and protecting property should be made more apparent to house builders. Members may be minded to show their support to the national initiative of raising the profile of residential sprinklers and their installation in the home by recording support to the Residential Sprinkler Association, as well as considering means, in partnership with the constituent Authorities and housing developers for a proposal of a trial site where new build houses are fitted with residential sprinklers. This is particularly pertinent when considering the many thousands of homes that are proposed to be built throughout Berkshire over the next few years.
- 5 In supporting this initiative the Community Safety Panel agreed that the proposals set out in Section B of the report (Proposed Action) be endorsed and referred to the Fire Authority for consideration with a recommendation that they be approved.

## **E BACKGROUND PAPERS**

Agenda and Minutes: Community Safety Panel - Thursday 25 January 2001

**Contact Officers:** Mike Clement-Green (0118) 932 2225  
 Nick Oxborough (0118) 932 2461



# 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

Date: 8 March 2001

## IMPORTANT COMMUNICATION

Dear Councillor

### AGENDA FOR FIRE AUTHORITY MEETING - WEDNESDAY 14 MARCH 2001

It has been brought to my attention that in many of the Agenda's for the Fire Authority meeting on Wednesday 14 March 2001, Agenda items 13, 14 and part of 15 (pages 24 to 42) may be missing. I therefore attach a copy of pages 24 - 42 and would ask you to kindly include these pages with your Agenda for the meeting.

It appears that the error occurred during the printing of the Agenda. Nevertheless I should have noticed that pages were missing and would therefore ask you to accept my very sincere apologies for any inconvenience that you may have been caused.

Yours sincerely

A handwritten signature in black ink that reads "David R Weller".

David R Weller  
Committee Administrator

To: All Members of the Royal Berkshire Fire Authority



**AGENDA ITEM 13: BRACKNELL FOREST 'FORESTCARE'**

**To: Royal Berkshire Fire Authority**  
**Date: 14 March 2001**  
**Officer Contributing: Chief Fire Officer**

**A PURPOSE OF REPORT**

To advise the Authority of an invitation to the Brigade to join in partnership with Bracknell Forest Borough Council in the development of an initiative designed to improve the delivery of services.

**B PROPOSED ACTION**

The Authority is invited to consider the report and **RESOLVE:** That, in principle, the Fire Authority becoming a partner in the Forestcare scheme be approved, subject to further consideration of the implications and costs to the Authority in due course.

**C FINANCIAL IMPLICATIONS**

The financial implications of partnership have not been identified at this stage. Much will depend on the degree of involvement within the partnership that the Brigade would find beneficial. These cost would not arise until 2002/03.

If members are minded to agree to participation in the partnership in principle, the Chief Fire Officer will bring more detailed reports to future meetings outlining costs and benefits.

**D CONTRIBUTION TO THE STRATEGIC PLAN**

The partnership has the potential to contribute significantly to the Service aim to deliver effective fire-fighting intervention, in order to minimise the loss of life and injury and damage from fire. Subject to technical and other issues yet to be more fully explored, the potential also exists to contribute to the Service aim to reduce the incidence of fire.

**E SUPPORTING INFORMATION**

- 1 Bracknell Forest Borough Council has been successful in achieving funding from within the government's Invest to Save Budget for the development of 'Forestcare', a service which aims to improve the delivery of service to tenants of the Borough Council, and in particular to those who fall within those groups identified as being 'at risk', such as the elderly and the very young. The



parameters of the budget allocation encourage a partnership approach with other agencies, and require matched funding.

- 2 The scheme is intended primarily to facilitate the delivery of care services remotely via IT solutions. In particular, it is intended to deliver enhanced 24 hour emergency response services to vulnerable people in the community, and to facilitate better the care and safety of the community through greater inter-agency co-ordination. In the longer term, the scheme is not intended to be constrained to the Bracknell Forest Borough area.
- 3 From a fire service perspective, the system could at the very least be useful in raising early awareness of a fire occurring in the home of a vulnerable person. Subject to the resolution of technological and other issues (for example, human rights issues), the system could prove valuable in preventing fires. For example, it might be possible to monitor electrical overload, or excessive temperature rise coupled with prolonged use of a cooker, indicating that potentially, a pan has been left unattended on the stove. In such circumstances, appropriate intervention could be made to prevent the situation developing.
- 4 The project is in its infancy, but the Brigade's Director of Service Delivery has been invited to join the project board. Should Members be so minded, it is recommended that this involvement continues to enable the Director to ascertain the full benefits, implications and costs to the Authority, and that these be presented appropriately to the Community Safety Panel, the Budget Working Party, and if appropriate, the December 2001 Authority, at which time a final decision can be made on future participation and funding for 2002/2003.

## **F BACKGROUND PAPERS**

None

**Contact Officer:** Mike Clement-Green (0118) 932 2225



**AGENDA ITEM 14: EMERGENCY SPECIAL SERVICE CALLS - ISSUES AND IMPLICATIONS OF LEVYING CHARGES: PROGRESS REPORT**

**To:** Royal Berkshire Fire Authority  
**Date:** 14 March 2001  
**Officers Contributing:** Chief Fire Officer

**A PURPOSE OF REPORT**

To advise the Authority of progress nationally in respect of charging for brigades' attendances at emergency special service calls (non-fire incidents).

**B PROPOSED ACTION**

The Authority is invited to consider the report, determine whether or not to apply charges for attending emergency special service incidents and RESOLVE accordingly. Such determination can then be taken into consideration by the Budget Working Party as part of its recommendations for the 2002/03 budget.

**C FINANCIAL IMPLICATIONS OF PROPOSED ACTION**

There are no financial implications arising directly from this report. However, the possible income generated by such an initiative would have implications for future consideration during the annual budgetary reviews.

**D CONTRIBUTION TO THE STRATEGIC PLAN**

Whilst this report does not contribute directly to the Strategic Plan, any determination to charge for attendances at emergency special service incidents would contribute to the Service's target to improve efficiency by 2% per year.

**E SUPPORTING INFORMATION**

- 1 The Authority received a report (not reproduced) at its 9 June 1998 meeting outlining the issues and implications of levying charges in respect of the brigade's attendance at emergency special service incidents (non-fire incidents). Such calls include extrication of casualties from road, rail and air incidents as well as those from machinery. The Authority resolved to direct the Chief Fire Officer to write to the Local Government Association, the six constituent councils of the Authority and local Members of Parliament seeking support for a recognition of the wider, non-statutory rescue role of the fire service, and therefore proper funding to carry out that role.



- 2 At the meeting of the Budget Working Party on 7 December 1999, it was resolved to reconsider charging for emergency special services, and to that end, a report was made to the Fire Authority meeting in June 2000 where it was resolved to bring a further progress report to the March 2001 meeting.
- 3 The Chief and Assistant Chief Fire Officers' Association's view remains that it is a matter for each fire authority to determine whether to exercise the powers conferred by section 3(I)(e) of the Fire Services Act, 1947 to levy charges for attending emergency special services. Members are reminded that this section of the Act empowers a fire authority to employ its fire brigade for purposes other than firefighting and if they think fit, to make such charge as they may determine.
- 4 To date, only one fire authority in the United Kingdom has exercised this power to levy charges for its fire brigade's attendance at emergency special services. Staffordshire and Stoke on Trent Fire Authority commenced charging for such services in September 1999. Predominantly, this policy was applied for extrication of casualties from road traffic accidents, but has also been applied for some other emergency special services, such as the release of people trapped in lifts stuck between floors.
- 5 Members will recall that Staffordshire reviewed their policy in March 2000 and determined to stop charging for extrication at RTA's and animal rescues due to the general public concern, adverse publicity through the local media, lack of support for the scheme from the Brigade's frontline staff, the effect on local agriculture (ref animal rescues) whose industry was already under pressure from other issues and the fact that at least two solicitors had been engaged to challenge the scheme.
- 6 Many brigades have watched with interest as to how the issue would unfold in Staffordshire and since March 2000 no other Authority has instigated charging for RTA's and animal rescues.
- 7 Since this review Staffordshire have focused on income generation through the following sources.

- Persons locked out of premises
- Non emergency phase of Hazardous Materials Incidents
- Domestic flooding other than spate conditions
- All flooding in industrial/commercial premises (including spate conditions)
- Persons released from lift cars.

Note: At present the Royal Berkshire Fire Authority applies charges in respect of persons locked out of their premises and non emergency phase of Hazardous Materials incidents.

- 8 With regard to persons released from lift cars Staffordshire will make a charge after receiving 2 such calls in a month or 5 in one year from the same premises. Domestic flooding calls are not charged for if proceeded by an extreme weather warning from the Met Office.



- 9 The control of whether to charge a particular caller has been removed from frontline staff and rests with the Chief Fire Officer or in his absence the Business Manager, who also manages the appeal mechanism which has also been put in place.
- 10 It is estimated that the Staffordshire and Stoke on Trent Fire Authority secure in the region of 20K per annum from emergency special service calls.
- 11 At present this Brigade does not differentiate between emergency or prearranged special services when collating financial information. Thus, it is estimated that the total income invoiced for this year is in the region of 4.5K. However, occasions have arisen where invoices have been challenged and despite much officers time being expended in chasing up bad debtors there is no guarantee that the money will be forthcoming.
- 12 Should this authority adopt the same strategy as implemented by Staffordshire and Stoke on Trent it is estimated that the total income would be in the region of 25K based on 2000/2001 figures.

## **F BACKGROUND PAPERS**

Agenda and Minutes: Fire Authority - 9 June 1998  
 Agenda and Minutes: Budget Working Party - 7 December 1999  
 Agenda and Minutes: Fire Authority - 14 June 2000

**Contact Officer:** Des Tidbury (0118) 932 2226

