

ROYAL BERKSHIRE FIRE AUTHORITY



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MEETING: Royal Berkshire Fire Authority

DATE AND TIME: Wednesday 16 September 1998 at 6.30pm

VENUE: Whitley Wood Fire Station, Whitley Wood
Road, Reading, 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.

D C H Williams
Clerk to the Authority

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

Briefing Meetings:

Conservative Group: 6.00 pm - Syndicate Room 2
Labour Group: 6.00 pm - Syndicate Room 1
Liberal Democrat Group: 6.00 pm - Main Lecture Room

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

ROYAL BERKSHIRE FIRE AUTHORITY
16 SEPTEMBER 1998



AGENDA

	PART I ITEMS	PAGE NO.
1	Minutes - 9 June 1998 - Copy attached	1
2	Urgency Committee - Minutes:	
	a 20 July 1998	12
	b 17 August 1998	14
3	Personnel Committee - Minutes:	
	a 9 July 1998	16
	b 17 August 1998	19
4	Petitions and Questions from the Public under Standing Orders 8 & 9	-
5	Chairman's Communications (if any)	-
6	Questions from Members under Standing Order 10 (if any)	-
7	Notices of Motion under Standing Order 12 (if any)	-
8	Personnel Committee - Terms of Reference	21
9	Service Guarantees - Progress Report	23
10	Complaints Policy & Procedures	32
11	Modern Local Government - In Touch With The People	33
12	1998/99 Budget Monitoring	36
13	Capital Budget 1998/99	39
14	1999/2000 Budget	47
15	Report on Her Majesty's Territorial Inspector's Visit	56
16	Business Priorities 1998/99	58

17	Health & Safety Improvement Notice - Progress Report	65
18	Urgent Replacement of Operational Fire Tunics	69
19	Disposal of Redundant Operational Fire Tunics	71
20	Fire & Rescue Service - Annual Report	73

Note: The Annual Report is still at the printers and will therefore be distributed at the meeting.

21	Fires and Incidents of Importance or Interest	74
22	Exclusion of the Public	79

PART II AGENDA

23	Part II Minutes - 9 June 1998	80
24	Urgency Committee - Minutes:	
	a 20 July 1998	81
	b 17 August 1998	82
25	Personnel Committee - Minutes:	
	a 9 July 1998	84
	b 17 August 1998	86
26	Appeal Against Dismissal	88

AGENDA ITEM 1:

MINUTES -9 JUNE 1998

**MINUTES OF A MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY
HELD AT THE COUNCIL OFFICES, SHUTE END, WOKINGHAM, ON TUESDAY
9 JUNE 1998, COMMENCING AT 6.30 PM AND CONCLUDED AT 8.50 PM**

Present: J C G Brooks (Chairman), P A Barnett, Mrs C Bateson, J J Connolly, J M B Egan,
Mrs Gliksten, B W Gardner, A B V P Hickley, D W Liddiard, T Mills, W J E Onions,
B J S Patman, Dr L Silverman, T N Stephens, R G Vernon-Jackson, R J Webb

3.01/98 ELECTION OF CHAIRMAN

RESOLVED: That Mr J C B Brooks be re-elected Chairman of the Authority for the ensuing year.

3.02/98 ELECTION OF VICE-CHAIRMAN

RESOLVED: That Mr B J S Patman be re-elected Vice-Chairman of the Authority for the ensuing year.

3.03/98 MINUTES – 16 MARCH 1998

The Minutes of the meeting of the Authority held on 16 March 1998 were taken as read and signed by the Chairman as a correct record.

3.04/98 MINUTES - URGENCY COMMITTEE: 27 APRIL & 19 MAY 1998

The Authority received and noted the minutes of the meetings of the Urgency Committee held on 27 April and 19 May 1998.

3.05/98 PETITIONS AND QUESTIONS FROM THE PUBLIC

The Authority noted that no petitions or questions from the public had been received under Standing Orders 8 and 9.

3.06/98 CHAIRMAN'S COMMUNICATIONS

The Chairman welcomed Mrs Gliksten and Mr Webb to their first meetings of the Authority following their recent appointments by the Royal Borough of Windsor & Maidenhead and Slough Borough Council respectively vice Messrs Parker and Thomas. He added with regret that he understood Mr Parker's decision to stand down had been prompted by ill-health.

The Chairman also reported that he had recently attended the Local Government Association's Fire Committee during which there had been discussion about the high cost of false alarms. It had emerged that in some areas, companies with "rogue" alarm systems were being "named and shamed" as a means of seeking to cut the cost of the false alarms.

3.07/98 QUESTIONS FROM MEMBERS

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

3.08/98 NOTICES OF MOTION

The Authority noted that no notices of motion had been received under Standing Order 12

3.09/98 MINUTES OF ASSOCIATED MEETINGS

The Authority received a report (Agenda Item 9 - not reproduced) advising it of a meeting of the Personnel Committee which had been held since the previous meeting.

NOTED

3.10/98 CALENDAR OF MEETINGS

The Authority considered a report (Agenda Item 10 - not reproduced) inviting it to approve the arrangements for its future meetings.

The Authority confirmed its acceptance of the dates proposed previously for meetings throughout the coming year. In addition, it was agreed that the meetings due to be held on 8

December 1998 and 3 February 1999 would be hosted by Slough Borough Council and West Berkshire Council, although a decision on which would host which meeting was deferred. It was suggested that thereafter, it might be preferable to seek a central location such as that at Whitley Wood Fire Station where the next meeting of the Authority was to be held.

RESOLVED: That meetings of the Authority be held on the following dates:

16 September 1998
8 December 1998
3 February 1999
9 June 1999

3.11/98 APPOINTMENT OF COMMITTEES AND APPOINTMENTS TO OUTSIDE BODIES

The Authority considered a report (Agenda Item 11 - not reproduced) inviting it to re-appoint the Personnel and Urgency Committees, and the Budget Working Party; and to appoint a representative on the Fire Committee of the Local Government Association and up to four representatives to attend the Association's General Assembly.

The Authority agreed to retain the existing membership of the Committees and Budget Working Party, adding that in the case of the latter, all Members of the Authority would be welcome to attend its meetings if they so wished. In addition, the Authority agreed that it would be beneficial to all Members if the Chief Fire Officer could arrange seminars at the appropriate time to explain the background to budget issues.

The Chief Fire Officer advised the Committee that he was arranging a visit for Members to Brigade Headquarters on 26 August 1998 and was hoping to arrange for Members to visit the Fire Service College in September. In addition, he indicated that Members were always welcome to visit their local fire station by prior arrangement and that one of the Brigade's directors had been nominated to act as link officer for each of the unitary authorities. He indicated that details of the link officers and each area's community safety officer would be circulated to all concerned.

RESOLVED:

1 That the Personnel Committee be re-appointed with the following membership:

Conservative
Mrs C Bateson
B J S Patman

Labour
J J Connolly
W J E Onions

Liberal Democrat
J C G Brooks
A B V P Hickley

- 2 That the Urgency Committee be re-appointed with the following membership:

Conservative
B J S Patman

Labour
J J Connolly

Liberal Democrat
J C G Brooks

- 3 That the Budget Working Party be re-appointed with the Following membership:

Conservative
T Mills
B J S Patman

Labour
J J Connolly
Dr L Silverman

Liberal Democrat
J C G Brooks
A B V P Hickley

- 4 That Mr J C G Brooks be appointed as the Authority's representative on the Fire Committee of the Local Government Association for the remainder of the municipal year; and,
- 5 That Mr J C G Brooks, Mr J J Connolly and Mr B J S Patman, or their nominee, be appointed to represent the Authority at the General Assembly of the Local Government Association.

**3.12/98 REVIEW OF ACHIEVEMENTS 1997/98 AND BUSINESS PRIORITIES
1998/99/SERVICE GUARANTEES AND CUSTOMER CARE
POLICIES**

The Authority considered a report (Agenda Item 12 - not reproduced) advising it of the achievements of the Fire and Rescue Service against the declared business targets for the past year and giving notice of those priorities intended for the current financial year, in conjunction with a related report (Agenda Item 13 - not reproduced) inviting it to review the Authority's Service Guarantees and Customer Care Policies.

The Chief Fire Officer explained to the Authority that each directorate would be pursuing a number of service specific objectives within the overarching priorities of the Brigade and that details of these would be presented to the September meeting. In response to a number of questions from Members regarding the wording of the overarching priorities, their broad nature and the need for monitoring in a measurable way, he indicated that the subsequent report would address the issues being raised.

With regard to monitoring, it was agreed that it would be beneficial to consider the success of the Brigade in pursuing its priorities and meeting its service guarantees in a single report. Furthermore, it was agreed that such a report should be presented to the next two meetings, after which a decision would be taken on future reporting arrangements.

RESOLVED:

- 1 That the inclusion of the 1998/99 priorities in the Fire and Rescue Service's published Annual Report be approved.

- 2 That the Service Guarantee for Fire Fighting and Rescues, to be printed in booklet form, be approved;
- 3 That secondary Service Guarantees for:
- Fire Safety Certification
 - Fire Safety Training
 - Fire Safety in Places of Public Entertainment, Licensed Premises and Fire Safety Education
- to be printed in A4 format, be approved,
- 4 That the existing strategy for publicising the service guarantees be re-affirmed.
- 5 That the co-operation of the Constituent Authorities be sought for distribution of the service guarantee
- 6 That Customer Care Cards for:
- Fire Fighting and Rescues
 - Fire Safety Guidance
 - Industrial Training
- continue to be issued
- 7 That the Chief Fire Officer report to the next two meetings on progress against the Brigade's objectives and the results of monitoring the service guarantees.

3.13/98 COMPLAINTS POLICY & PROCEDURES

The Authority considered a report (Agenda Item 14 - not reproduced) inviting it to review the Service's Complaints Policy and Procedures.

RESOLVED:

- 1 That the Complaints Procedure, set out in Appendix 'A' of the report, be adopted;
- 2 That the Complaints Procedure be incorporated into the Authority's Service Guarantees;
- 3 That the Complaints Procedure be displayed in all Fire Authority premises;
- 4 That a Complaints Review Panel comprising Mr P Barnett, Mr T Mills and Mr R J Webb be appointed; and,

- 5 That the Chief Fire Officer report annually to the Fire Authority on the monitoring of complaints.

3.14/98 CHIEF FIRE OFFICER'S DELEGATED POWERS - MEDICAL RETIREMENTS

The Authority considered a report (Agenda Item 15 - not reproduced) inviting it to consider the implications of delegating to the Chief Fire Officer authority to retire operational members of the Brigade on grounds of permanent ill health.

In response to a question, the Authority was informed that 72% of fire brigade personnel across the country retired early on health grounds.

The Authority was concerned about the implications of medical retirements on the pension fund, noting, however, that a recent court case involving the Oxfordshire Brigade could make it more difficult to redeploy operational staff to a non-operational role when they became unable to fulfil the former, thereby exacerbating the problem.

The Authority agreed to renew the delegated power to the Chief Fire Officer, recognising that whilst its concerns about the impact of medical retirements on the pension fund were valid, the issue was a national one arising from the underfunding of the pension fund. In view of this, it was agreed that there was a need to maintain the pressure nationally for action to be taken to address the problem and provide regular reports on the situation locally.

RESOLVED:

- 1 That the Chief Fire Officer continue to act on behalf of the Fire Authority in taking decisions under Article 97 of the Firemen's Pension Scheme Order when in the opinion of the Brigade's Medical Adviser it becomes necessary for an operational member of the Brigade to be retired; and,
- 2 That a 6-monthly report be made to the Authority on the exercise of and financial effects of this power.

3.15/98 EMERGENCY SPECIAL SERVICE CALLS - ISSUES AND IMPLICATIONS OF LEVYING CHARGES

The Authority considered a report (Agenda Item 16 - not reproduced) advising it of the issues and implications of levying charges for the Brigade's attendance at emergency non-fire incidents with a view to determining its future policy.

The Authority noted that the issue of charging for special service calls was being considered nationally and that, in view of this, there was a feeling that no action should be taken locally until some national guidance had been issued. Although there was some pressure to act ahead of the national guidance, particularly to pursue payment through a victim's insurance company, the general view was that the real issue was the need to provide proper funding for Fire Services to undertake their rescue role as well as that of fire fighting.

It was therefore agreed that representations should be made to the Local Government Association, the six district/borough councils in Berkshire, and the local Members of Parliament calling for a recognition of the wider rescue role of the Fire Service and therefore proper funding to carry out that role.

RESOLVED: That the Chief Fire Officer be requested to write to the Local Government Association, the six district/borough councils in Berkshire, and the 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.

3.16/98 IMPLICATIONS OF HEALTH AND SAFETY IMPROVEMENT NOTICE: PROGRESS REPORT

The Authority received a report (Agenda Item 17 - not reproduced) advising it of the continued progress made by the Chief Fire Officer in implementing the plan agreed with the Health and Safety Executive to discharge the Improvement Notice issued to the Authority in January 1997.

NOTED

3.17/97 CREWING LEVELS

The Authority received a report (Agenda Item 18 - not reproduced) advising it of the crewing levels on wholtime fire stations.

An updated list of crewing levels was circulated to Members which confirmed that the Brigade had maintained the improvement since remedial action had been taken. The Chief Fire Officer expressed his regret that the problem had not been identified sooner. He indicated that efforts were being made to identify suitable software which would facilitate monitoring and provide management with the necessary management information. He stressed that Berkshire's establishment was sufficient to enable the Brigade to meet the "Confidence" level at all times. The main difficulty arose from casual sickness.

Members welcomed the progress made in addressing the problem and requested a further report if the situation deteriorated again.

NOTED

3.18/98 FIRE SERVICE PENSION SCHEME - REVIEW

The Authority considered a report (Agenda Item 19 - not reproduced) advising it of proposals arising from the review of the Fire Service Pension Scheme with a view to agreeing the way in which it would respond.

The Authority was advised that the officers wanted to discuss the issues raised by the consultation paper with Members and representatives of the Fire Brigades Union before responding to the consultation paper.

RESOLVED: That the Chief Fire Officer, in consultation with the party spokespersons, be authorised to respond to the proposals arising from the review of the Fire Service Pension Scheme.

3.19/98 FIRE '98 CONFERENCE

The Authority considered a report (Agenda Item 20 - not reproduced) inviting it to determine which Members should attend the Fire '98 Conference which was to be held in Glasgow from 7-10 September 1998.

RESOLVED: That Mr J C G Brooks be appointed to attend the Fire '98 Conference in Glasgow from 7-10 September 1998.

3.20/98 COMMUNITY SAFETY PARTNERSHIP

The Authority considered a report (Agenda Item 21 - not reproduced) advising it of a commercial partnership with Yellow Pages for 1998/99.

The Authority welcomed the partnership which had been established and noted that officers were now seeking to develop their links with the six unitary authorities and exploring how the Brigade might contribute to wider safety initiatives.

NOTED

3.22/98 “MODERNISING LOCAL GOVERNMENT: A NEW ETHICAL FRAMEWORK” - DEPARTMENT OF THE ENVIRONMENT, TRANSPORT AND THE REGIONS CONSULTATION PAPER

The Authority considered a report (Agenda Item 22 - not reproduced) advising it of the publication of the Department of the Environment, Transport and the Regions consultation paper entitled “Modernising Local Government: A New Ethical Framework” with a view to determining whether it wished to submit any views on the proposals.

Although there was some concern that the proposals could increase rather than reduce the potential for conflict between a Member’s responsibilities to their unitary authority and the fire authority, it was agreed that the suggested response to the Consultation Paper adequately reflected Members’ views.

RESOLVED: That the Department of the Environment, Transport and the Regions be advised in respect of the consultation paper entitled “Modernising Local Government: A New Ethical Framework”, this Authority believes:

“In the context of the current national debate on standards in public life, there is a need to clarify the law relating to members’ conduct which is derived from various pieces of legislation, and advice from the Audit Commission and the Ombudsman. Bringing all of this together should achieve greater clarity and understanding, for the benefit of members and officers, and increase public confidence in the service.

Since each council will be required to adopt its own code for councillors, members will find themselves subject to two separate codes, three in the case of a member who also serves on a police authority. Although this may at first seem like unnecessary duplication, there are considerations which are unique to a fire authority which need to be included in its own code. For example, should a member of the fire authority be debarred from participating in consideration of contracts with a constituent authority. Any code needs to emphasise members’ overriding obligation to act in the best interests of the fire authority when engaged in its business, notwithstanding at times that there may be conflict between the interests of the Fire Authority and their appointing unitary councils.

The enforcement and disciplinary arrangements for members set out in the consultation paper appear to be based on the Government’s wish for greater openness and accountability. Justice must not only be done, but be seen to be done. The danger of increased bureaucracy should, however, be recognised and possible duplication with the Ombudsman must be avoided. There must also be a will to ensure that arrangements operate speedily without compromising effectiveness or natural justice. There may be some value in laying down a framework timescale within which matters should be investigated and resolved.

The former County Council had itself adopted a Code of Employee Conduct applicable to all staff which continues to apply. Uniformed staff are also subject to

the Brigade's own standing orders and strict codes of discipline. Nevertheless, the measures proposed on the conduct of staff are supported, for enhancing public confidence, but a written protocol on member/officer relationships will never be a substitute for mutual trust and respect."

3.22/98 FIRE AND RESCUE SERVICE - FIRES AND INCIDENTS OF INTEREST

The Authority received a report (Agenda Item 23 - not reproduced) advising it of fires, incidents and activities of interest since 1 April 1998.

In noting the report, the Authority agreed that a letter should be sent to Leading Firefighter Julian Eggleton congratulating him on his recent success at the clay pigeon shooting world championships in South Africa.

RESOLVED: That the Chief Fire Officer be requested to convey the Authority's congratulations to Leading Firefighter Julian Eggleton on his success at the World Clay Pigeon Shooting Championships/

3.24/98 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
25	Part II Minutes - 27 April 1998	11
26	Urgency Committee - Part II Minutes: 27 April & 19 May 1998	11
27	Community Safety Partnership - Funding Arrangements	9

The following are summaries of the matters dealt with in part II of the meeting:

3.25/98 PART II MINUTES: 16 MARCH 1998

The Part 2 Minutes of the Authority held on 3 February 1998 were taken as read and signed by the Chairman as a correct record.

3.26/98 URGENCY COMMITTEE - 27 APRIL 1998: PART II MINUTES

The Authority received and noted the part II minutes of the meetings of the Urgency Committee held on 27 April and 19 May 1998.

**3.27/98 COMMUNITY SAFETY PARTNERSHIP FUNDING
ARRANGEMENTS**

The Authority received and noted a report advising it of the funding provided to the Brigade for 1998/99 from the partnership with Yellow Pages.

AGENDA ITEM 2 : MINUTES - 19 MAY 1998

MINUTES OF A MEETING OF THE URGENCY COMMITTEE HELD AT BRIGADE HEADQUARTERS, DEE ROAD, TILEHURST ON MONDAY 20 JULY 1998 COMMENCING AT 9.30 AM AND CONCLUDED AT 9.40 AM

Present: J C G Brooks (Chairman), J J Connolly, B J S Patman

3.01/98 MINUTES - 19 MAY 1998

The minutes of the meeting of the Committee held on 19 May 1998 were taken as read and signed by the Chairman as a correct record.

3.02/98 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
3	Part II Minutes - 19 May 1998	11
4	Standing Orders relating to Contracts - Appointment of Human Resources Consultant	1

The following is a summary of the matters dealt with in part II of the meeting:

3.03/98 PART II MINUTES - 19 MAY 1998

The part II minutes of the meeting held on 19 May 1998 were taken as read and signed by the Chairman as a correct record.

3.04/98 STANDING ORDERS RELATING TO CONTRACTS APPOINTMENT OF HUMAN RESOURCES CONSULTANT

The Committee considered a report seeking approval to appoint Mr G Hawkins as Human Resources Consultant for a further 40 days in accordance with Contract Regulations 10 a and e and agreed:

- 1 That Mr G Hawkins be appointed Human Resources Consultant for a further period of 40 days in accordance with Standing Orders relating to Contracts 10 a and e; and,
- 2 That the Chief Fire Officer be authorised to extend the contract for a further period of up to 10 days, if required.

AGENDA ITEM 2: MINUTES – 18 AUGUST 1998**MINUTES OF A MEETING OF THE URGENCY COMMITTEE HELD AT BRIGADE HEADQUARTERS, DEE ROAD, TILEHURST ON TUESDAY 18 AUGUST 1998 COMMENCING AT 6.30 PM AND CONCLUDED AT 6.40 PM**

Present: J C G Brooks (Chairman), J J Connolly, B J S Patman

Also Present: A B V P Hickley, W H Onions

4.01/98 MINUTES – 20 JULY 1998

The minutes of the meeting of the Committee held on 20 July 1998 were taken as read and signed by the Chairman as a correct record.

4.02/98 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 Act indicated:

	Agenda Item	Paragraph
3	Part II Minutes – 20 July 1998	11
4	Local Government Pensions Scheme – Statement of Policy	11
5	Fireman's Pension Scheme – Reinstatement of Pension	1

The following are summaries of the matters dealt with in part II of the meeting:

4.03/98 PART II MINUTES – 20 JULY 1998

The part II minutes of the meeting of the Committee held on 20 July 1998 were taken as read and signed by the Chairman as a correct record.

4.04/98 LOCAL GOVERNMENT PENSIONS SCHEME – STATEMENT OF POLICY

The Committee agreed that the Statement of Pension Policy and options highlighted within it, annexed to the report, should be adopted as the Authority's policy in accordance with the Local Government Pension Scheme Regulations 1997.

4.05/98 FIREMEN'S PENSION SCHEME – REINSTATEMENT OF PENSION

The Committee agreed:

- 1 That, as a result of her divorce, the widow's pension paid to Mrs SB from her former marriage should be reinstated in full with effect from 9 June 1998; and,
- 2 That the powers delegated to the Treasurer should be extended to enable him:

“To determine requests for reinstatement of a widow's pension from her former marriage upon divorce from any subsequent marriage, having regard to the principles applied in previous decisions on such applications by the Authority.”

AGENDA ITEM 3: MINUTES - 9 JULY 1998

MINUTES OF A MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY PERSONNEL COMMITTEE HELD AT BRIGADE HEADQUARTERS, DEE ROAD, TILEHURST ON THURSDAY 9 JULY 1998, COMMENCING AT 7.00 PM AND CONCLUDED AT 8.00 PM.

Present: J C G Brooks, J J Connolly, A B V P Hickley, W J E Onions, B J S Patman,
T V Stephens (for Mrs C Bateson).

Also Present: C J Goodall

2.01/98 ELECTION OF CHAIRMAN

RESOLVED: That J C G Brooks be elected Chairman of the Committee for the ensuing year.

2.02/98 ELECTION OF VICE-CHAIRMAN

RESOLVED: That Mr B J S Patman be elected Vice-Chairman of the Committee for the ensuing year.

2.03/98 MINUTES - 24 MARCH 1998

The minutes of the meeting of the Committee held on 24 March 1998 were taken as read and signed by the Chairman as a correct record.

2.04/98 APPEAL AGAINST DISMISSAL

The Committee considered a report (Agenda Item 4 - not reproduced) inviting it to appoint a sub-committee to hear an appeal against dismissal by a firefighter.

RESOLVED: That an Appeal Sub-Committee of the following Members be appointed to hear and determine an appeal against dismissal by a firefighter:

Mr A B V P Hickley, Mr W H Onions, Mr B J S Patman

2.05/98 EXCLUSION OF THE PUBLIC

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

	Agenda Item	Paragraph
6	Part II Minutes - 24 March 1998	1 & 11
7	Failure to Agree: Reimbursement of Travelling Expenses Paid to Officers Conditioned to Lease Car Scheme Attending Residential Training Courses.	1 & 11
8	Officers' Car User Policies	11

The following are summaries of those items considered in Part II of the Committee's agenda.

2.06/98 PART II MINUTES - 24 MARCH 1998

The part II minutes of the last meeting of the Committee held on 24 March 1998 were taken as read and signed by the Chairman as a correct record.

2.07/98 OFFICERS' CAR USER POLICIES

The Committee approved a new Officer Car Provision Policy which offered the Brigade potential annual savings of £15,000.

2.08/98 FAILURE TO AGREE - REIMBURSEMENT OF TRAVELLING EXPENSES PAID TO OFFICERS CONDITIONED TO LEASE CAR SCHEME ATTENDING RESIDENTIAL TRAINING COURSES

The Committee considered a dispute between the FBU's officers and management regarding the reimbursement of travelling expenses paid to officers attending residential training courses and agreed:

- 1 That the Brigade Management should be supported in its assertion that the procedure adopted in 1994 for the reimbursement of travelling expenses was incorrect and therefore the action taken to rectify that error was correct;

- 2 That, henceforth, mileage undertaken by officers to residential training courses should be regarded as business mileage; and,
- 3 That any claims submitted for journeys undertaken up to 27 November 1997 should be settled at the higher rate agreed under the erroneous scheme, and thereafter reimbursed at the business rate for lease car users.

AGENDA ITEM 3:**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD AT BRIGADE HEADQUARTERS, DEE ROAD, TILEHURST ON TUESDAY 18 AUGUST 1998 COMMENCING AT 6.45 PM AND CONCLUDED AT 7.20 PM**

Present: J C G Brooks (Chairman), J J Connolly, A B V P Hickley, W H Onions, B J S Patman,

3.01/98 MINUTES – 9 JULY 1998

The minutes of the meeting of the Committee held on 9 July 1998 were taken as read and signed by the Chairman as a correct record.

3.02/98 EXCLUSION OF THE PUBLIC

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, 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
3	Part II Minutes – 9 July 1998	11
4	Retained Firefighter – Severance Arrangements	1
5	Pay and Reward Strategy	11
6	Firefighter - Paid Leave of Absence`	1

The following are summaries of the matters dealt with in part II of the meeting:

3.03/98 PART II MINUTES – 9 JULY 1998

The part II minutes of the meeting of the Committee held on 9 July 1998 were taken as read and signed by the Chairman as a correct record.

3.04/98 RETAINED FIREFIGHTER – SEVERANCE ARRANGEMENTS

The Committee noted that the Clerk, acting under delegated powers, had reached agreement with a retained firefighter over the terms on which he was to leave the service

3.05/98 FIREFIGHTER - PAID LEAVE OF ABSENCE

The Committee agreed that paid leave of absence should be paid to a Firefighter to enable him to acclimatise for and participate in the 1998 Commonwealth Games as a member of the England athletics squad.

3.06/98 PAY AND REWARD STRATEGY

The Committee agreed:

- 1 That the future pay and reward strategy for senior staff and non-uniformed employees of the Authority should be as detailed in the report;
- 2 That the salary ranges for the Chief Fire Officer, Directors and specific employee groups should be as set out in Appendix 2;
- 3 That Hay Management Consultants should be appointed to deliver training in and external validation of the job evaluation methodology; and,
- 4 That a further report on performance management should be presented to the next meeting of the Committee.

AGENDA ITEM 8 :**PERSONNEL COMMITTEE - TERMS OF REFERENCE**

To: Royal Berkshire Fire Authority
Date: 16 September 1998
Officer Contributing: Clerk & Monitoring Officer
 Chief Fire Officer
 Human Resources Consultant
 Treasurer

A PURPOSE OF REPORT

To seek the Authority's approval to extend the delegated powers of the Personnel Committee.

B PROPOSED ACTION

The Authority is invited to **RESOLVE** that the powers delegated to the Personnel Committee be extended to include the following:

- i to agree corporate personnel policies, unless there are major policy or resource implications for the Authority when the Committee shall consider and recommend to the Authority
- ii to approve the Authority's response to consultation on local and national council negotiations affecting Conditions of Service

C FINANCIAL IMPLICATIONS

Nil

D SUPPORTING INFORMATION

- 1 The Authority have recently been asked to decide three matters involving personnel policy, which fell outside the delegated powers of the Personnel Committee. As a result, the Urgency Committee had to be convened.
- 2 The proposal is that the Personnel Committee's delegated powers shall be extended to enable the Committee to decide all personnel matters which do not have major policy or financial resource implications for the Authority. The wording has been taken from the terms of reference of the former County Council's Personnel Committee.

E BACKGROUND PAPERS

Former County Council's Committee Delegated Powers.

Contact Officer: Clive Williams, Clerk & Monitoring Officer (0118) 932 2284

AGENDA ITEM 9 : SERVICE GUARANTEES AND CUSTOMER CARE CARDS

To: Royal Berkshire Fire Authority
Date: 16 September 1998
Officer Contributing: Chief Fire Officer

A PURPOSE OF REPORT

To advise the Authority of the results of monitoring the Brigade's service guarantees.

B PROPOSED ACTION

The Authority is invited to NOTE the report.

C FINANCIAL IMPLICATIONS

There are no financial implications.

D SUPPORTING INFORMATION

- 1 At the meeting of 9 June 1998 the Fire Authority affirmed the existing policy of Service Guarantees and the issue of Customer Care Cards to users of the service to obtain feedback from the public on the Brigade's services. The Authority also asked for the results of the monitoring of the service guarantees to be reported to the September and December meetings.
- 2 The returned customer care cards have been analysed and the results of the analysis for the period 1 April 1998 to 30 June 1998 are produced, together with the analysis of the period 1 April 1997 to 31 March 1998, as Appendix 1. The results of the analysis are now being collated on a quarterly basis which will enable improved comparisons as the year progresses.
- 3 Members will note that the Brigade continues to enjoy a very high level of public support and satisfaction, especially in the Fire Fighting and Rescues section. Even in the area of Industrial Training, where the users tend to be more objective, the service shows a 100% satisfaction rate in the first quarter of 1998/99 and 97% satisfaction rate in 1997/98.

E BACKGROUND PAPERS

Agenda and Minutes, Royal Berkshire Fire Authority: 9 June 1998

Contact Officer: David Noonan, Director Central Services (0118) 932 2250

ROYAL BERKSHIRE FIRE & RESCUE SERVICE

Service guarantees - Performance Monitoring Report

This report covers the periods from 1st April 1997 to 31st June 1998. The information and data relates to three areas, General Brigade Statistics, Service Guarantee and Corporate Code of Courtesy statistics.

Section 1:

General Statistics

	1 st April 1997- 31 st March 1998	1 st April 1998 – 30 th June 1998	1 st July 1998 – 30 th September 1998	1 st October 1998 – 31 st December 1998
Emergency telephone calls received	22596	3649		
Small fires attended	1799	310		
Chimney fires	116	12		
Property fires attended	2226	485		
False alarms, good intent	2350	392		
False alarms, malicious	957	247		
Emergency special services	1905	504		
Non-emergency special services	31	6		
Rescues from fires	N/A*	26**		
Rescues / releases at special service calls	372	126		
Estimated number of customer questionnaires provided	2000	500		
Customer questionnaires returned	524	125		
Letters of appreciation	144	47		
Customer complaints	15	3		

* Due to problems in data transfer with installation of new computing system reliable data is not yet available.

**Data available at time of publication

Section 2:**Code Of Courtesy****The Guarantee:**

- Quality of Service
- Fair Treatment
- Responsive Treatment

Customer Opinion

	1 st April 1997- 31 st March 1998		1 st April 1998 – 30 th June 1998		1 st July 1998 – 30 th September 1998		1 st October 1998 – 31 st December 1998	
	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
Smart & professional service	242	0	37	0				
Helpful	242	0	36	1				
Overall satisfaction	242	0	36	1				

Other Information

	1 st April 1997- 31 st March 1998	1 st April 1998 – 30 th June 1998	1 st July 1998 – 30 th September 1998	1 st October 1998 – 31 st December 1998
Number of complaints	0	2		

Section 3:Service Guarantee statistics

The Guarantee:

To respond to all calls reporting a fire or suspected fire immediately

Service Monitoring

	1 st April 1997- 31 st March 1998	1 st April 1998 – 30 th June 1998	1 st July 1998 – 30 th September 1998	1 st October 1998 – 31 st December 1998
Sampling level	22596	3649		
Average number of emergency calls per 24 hour period	62	40		
Average time in seconds taken from answering call to despatching of crew	76	78		

Customer Opinion*Answering 999 calls*

	Excellent	Very Good	Average	Below Average	Poor
1st April 1997 – 31st March 1998	173	49	4	1	1
1st April 1998 - 30th June 1998	22	7	1	0	0
1st July 1998 - 30th September 1998					
1st October 1998 - 31st December 1998					

Collecting information

	Excellent	Very Good	Average	Below Average	Poor
1st April 1997 – 31st March 1998	150	61	10	1	1
1st April 1998 - 30th June 1998	21	6	1	0	0
1st July 1998 - 30th September 1998					
1st October 1998 - 31st December 1998					

Reassuring and helping

	Excellent	Very Good	Average	Below Average	Poor
1st April 1997 – 31st March 1998	169	41	10	2	1
1st April 1998 - 30th June 1998	23	8	2	0	0
1st July 1998 - 30th September 1998					
1st October 1998 - 31st December 1998					

Other Information

	1 st April 1997- 31 st March 1998	1 st April 1998 – 30 th June 1998	1 st July 1998 – 30 th September 1998	1 st October 1998 – 31 st December 1998
Number of complaints	0	0		

Section 4:**Service Guarantee statistics****The Guarantee:**

- To use approved skills, equipment and procedures
- To minimise damage to property
- To ensure security of property
- To investigate the cause of the fire

Customer Opinion*Dealing with the incident*

	Excellent	Very Good	Average	Below Average	Poor
1st April 1997 – 31st March 1998	205	31	1	1	0
1st April 1998 - 30th June 1998	33	4	0	0	0
1st July 1998 - 30th September 1998					
1st October 1998 - 31st December 1998					

Protecting unaffected property

	Excellent	Very Good	Average	Below Average	Poor
1st April 1997 – 31st March 1998	170	33	7	3	0
1st April 1998 - 30th June 1998	26	6	1	1	0
1st July 1998 - 30th September 1998					
1st October 1998 - 31st December 1998					

Investigating the incident

	Excellent	Very Good	Average	Below Average	Poor
1st April 1997 – 31st March 1998	169	38	13	1	0
1st April 1998 - 30th June 1998	29	5	1	0	0
1st July 1998 - 30th September 1998					
1st October 1998 - 31st December 1998					

Clearing up after the incident

	Excellent	Very Good	Average	Below Average	Poor
1st April 1997 – 31st March 1998	150	36	12	0	0
1st April 1998 - 30th June 1998	20	8	2	0	1
1st July 1998 - 30th September 1998					
1st October 1998 - 31st December 1998					

Ensuring the security of the property

	Excellent	Very Good	Average	Below Average	Poor
1st April 1997 – 31st March 1998	176	28	11	1	0
1st April 1998 - 30th June 1998	27	6	1	0	0
1st July 1998 - 30th September 1998					
1st October 1998 - 31st December 1998					

Other Information

	1 st April 1997- 31 st March 1998	1 st April 1998 – 30 th June 1998	1 st July 1998 – 30 th September 1998	1 st October 1998 – 31 st December 1998
Number of complaints	4	1		

Section 5:**Service Guarantee statistics****The Guarantee:****To send two appliances to property fires****The first appliance to arrive;**

- 5 minutes for major town centre / industrial complexes
- 10 minutes for suburbs and built up areas of smaller towns
- 20 minutes for other areas

Customer Opinion***Dealing with the incident***

	Excellent	Very Good	Average	Below Average	Poor
1st April 1997 – 31st March 1998	205	31	1	1	0
1st April 1998 - 30th June 1998	33	4	0	0	0
1st July 1998 – 30th September 1998					
1st October 1998 - 31st December 1998					

Other Information

	1 st April 1997- 31 st March 1998	1 st April 1998 – 30 th June 1998	1 st July 1998 – 30 th September 1998	1 st October 1998 – 31 st December 1998
Number of complaints	0	0		

Section 6:**Service Guarantee statistics****The Guarantee:**

To provide information when requested by an occupier, regarding;

- Our investigation into the incident
- Location of the nearest Fire Station
- The number and type of appliance normally sent
- Details of preplans

Customer Opinion

Keeping you informed and giving advice

	Excellent	Very Good	Average	Below Average	Poor
1st April 1997 – 31st March 1998	190	30	8	1	0
1st April 1998 - 30th June 1998	31	4	2	0	0
1st July 1998 - 30th September 1998					
1st October 1998 - 31st December 1998					

Other Information

	1 st April 1997- 31 st March 1998	1 st April 1998 – 30 th June 1998	1 st July 1998 – 30 th September 1998	1 st October 1998 – 31 st December 1998
Number of complaints	0	0		

Industrial Training**Company Experience**

1st April 1997 – 31st March 1998	Excellent	Very Good	Average	Below Average	Poor
Agreeing course specification	90	63	27	2	0
Value for money	89	61	18	3	1

Company and Student Experience

1st April 1997 – 31st March 1998	Excellent	Very Good	Average	Below Average	Poor
Giving you information before the course	76	72	40	4	2
Meeting course objectives	149	80	11	1	4
Course notes	115	103	22	3	2
Timetable arrangement	132	89	22	1	1
Meal or breaktime arrangements	141	86	16	2	0
Training facilities provided	151	77	13	2	0
Quality of instruction	178	63	3	1	1

Additional Information

1st April 1997 – 31st March 1998	Yes	No
Was an Officer available to discuss special needs?	233	16
Were Officers knowledgeable & professional?	244	5
Were we helpful?	244	5
Were you pleased with the overall service provided?	241	8
Do you need further information about courses?	38	211

Industrial Training**Company Experience**

1st April 1998 - 30th June 1998	Excellent	Very Good	Average	Below Average	Poor
Agreeing course specification	25	16	4	1	0
Value for money	21	13	5	2	0

Company and Student Experience

1st April 1998 - 30th June 1998	Excellent	Very Good	Average	Below Average	Poor
Giving you information before the course	18	16	12	1	3
Meeting course objectives	52	21	4	0	0
Course notes	42	28	7	0	0
Timetable arrangement	40	29	7	0	0
Meal or breaktime arrangements	46	24	5	2	1
Training facilities provided	58	16	3	0	0
Quality of instruction	62	14	1	0	0

Additional Information

1st April 1998 - 30th June 1998	Yes	No
Was an Officer available to discuss special needs?	68	2
Were Officers knowledgeable & professional?	70	0
Were we helpful?	70	0
Were you pleased with the overall service provided?	70	0
Do you need further information about courses?	2	68

Fire & Safety Inspections

1st April 1997 – 31st March 1998	Excellent	Very Good	Average	Below Average	Poor
The time we took to answer your application, enquiry or request	7	14	7	4	0
Giving you information	12	17	3	0	0
Keeping appointments	11	15	3	1	0
Carrying out inspections	14	13	2	0	0
Seeking your involvement	5	23	3	0	0
The use of understandable correspondence	5	18	8	0	0
Explaining the procedure & timetable involved	12	13	4	1	0
Helping & advising you	13	16	3	1	0
Keeping you informed of progress	10	10	8	2	0

1st April 1997 – 31st March 1998	Yes	No
Have we made clear any future actions necessary?	29	4
Was the Fire Safety Officer knowledgeable & professional?	29	4
Were you pleased with the overall service?	29	4
Would you like us to contact you about our service?	0	33

Fire & Safety Inspections

1st April 1998 - 30th June 1998	Excellent	Very Good	Average	Below Average	Poor
The time we took to answer your application, enquiry or request	4	2	2	0	0
Giving you information	4	4	0	0	0
Keeping appointments	4	3	0	0	0
Carrying out inspections	3	2	1	0	0
Seeking your involvement	2	5	1	0	0
The use of understandable correspondence	2	2	2	0	0
Explaining the procedure & timetable involved	2	3	1	0	0
Helping & advising you	3	5	0	0	0
Keeping you informed of progress	2	4	0	0	0

1st April 1998 - 30th June 1998	Yes	No
Have we made clear any future actions necessary?	7	0
Was the Fire Safety Officer knowledgeable & professional?	7	0
Were you pleased with the overall service?	8	0
Would you like us to contact you about our service?	0	8

AGENDA ITEM 10 : COMPLAINTS POLICY & PROCEDURES

To: Royal Berkshire Fire Authority
Date: 16 September 1998
Officer Contributing: Chief Fire Officer
Clerk & Monitoring Officer

A PURPOSE OF REPORT

To advise Members of the implications of the Local Government Act 1972 (as amended), on the Fire and Rescue Service Complaints procedures.

B PROPOSED ACTION

The Authority is invited to NOTE the report.

C FINANCIAL IMPLICATIONS

There are no financial implications.

D SUPPORTING INFORMATION

At its meeting on 9 June 1998 the Fire Authority approved a Complaints Procedure which advised complainants of their rights to refer a complaint to the Local Government Ombudsman. Since that meeting Officers of the Brigade have now ascertained that a Combined Fire Authority is not a local authority for the purpose of the Local Government Act 1972 (as amended) which gave complainants the right to refer matters to the Local Government Ombudsman. Consequently, as it is inappropriate to incorporate a reference to the Local Government Ombudsman in the Complaints Procedure, Officers have therefore removed that section.

E BACKGROUND PAPERS

Agenda and Minutes, Royal Berkshire Fire Authority: 9 June 1998

Contact Officer: David Noonan, Director Central Services (0118) 932 2250

Beacon Councils

- 6 The best performing Councils can apply for beacon status either for the whole Council or particular Services.
- 7 Performance will be measured against national and local targets, by inspectors and auditors and by level of local support. The decision on whether or not to grant beacon status will be taken by the Secretary of State, advised by an independent Panel.
- 8 If beacon status is awarded for either 3 or 5 years, the Council will receive special treatment on capping; access to bigger local business rate, more freedoms from restrictions on capital spending and additional powers to try out new ideas and to provide services for other Councils.
- 9 It is not clear at the moment whether this beacon status will apply to Combined Fire Authorities, as they do not exercise independent tax raising powers and so would not be in a position to benefit from most of the concessions on offer.

Political Management

- 10 There will be a duty imposed on Councils to review and introduce a separate executive with three possible options, eg (i) a directly elected mayor with a cabinet (ii) a cabinet with a leader and (iii) a directly elected mayor with a council leader.
- 11 It is assumed that these particular proposals will not directly apply to the Authority but they are bound to have an indirect impact, particularly if the constituents end up with different political management styles.
- 12 There will also be annual elections with Unitaries, Metropolitan and London Boroughs electing a third and two tier areas having elections by halves.

Local Leadership

- 13 Councils will have a new duty to promote economic, social and environmental well-being. They will also have clear discretionary powers to engage in partnerships as well as new freedoms for beacon councils.
- 14 It is not thought that these proposals will include the Fire Authority.

New Duty of Best Value

- 15 Authorities that have tax raising powers will be under a duty to carry out fundamental performance reviews and produce annual local performance plans.
- 16 There will be a new test of competitiveness following the replacement of CCT and employees' rights will have to be taken into account.
- 17 The present strict prohibition on Councils trading will be relaxed.

- 18 The Government will have new powers of intervention and will be able to take action 'appropriate to the circumstances'.
- 19 Although this Authority does not have tax raising powers, it is thought the best value regime will apply

Ethical Standards

- 20 There will be a new Code of Conduct for all members and senior staff. Councils will be required to appoint a standards committee, with powers to reprimand. There will be a Regional Standards Board with a general monitoring and appellate power.
- 21 New Whistle Blowing procedures will be introduced and monitoring officers and chief financial officers will be given statutory protection against dismissal.
- 22 It is thought that these provisions will apply to the Fire Authority.

E BACKGROUND PAPERS

Government White Paper 'Modern Local Government - In touch with the People'

Contact Officer: Clive Williams, Clerk and Monitoring Officer (0118) 932 2284

AGENDA ITEM 12 :**1998/99 BUDGET MONITORING**

To: Royal Berkshire Fire Authority
Date: 16 September 1998
Officer Contributing: Treasurer
Chief Fire Officer

A PURPOSE OF REPORT

To inform the Authority of revenue and capital expenditure against budgets up to the end of July 1998.

B PROPOSED ACTION

The Authority is invited to NOTE the report.

C FINANCIAL IMPLICATIONS

The revenue budget was underspent by £837,000 at the end of July. Little capital expenditure has taken place to date. The current revenue underspend is caused by timing factors and it is anticipated that expenditure will not be significantly underspent by the end of the year.

D SUPPORTING INFORMATION

- 1 Revenue expenditure to July 31 against budget is shown in Appendix A.
- 2 The underspend of £837,000 is explained by the following major factors:
 - Pensions are underspent to date by £342,000 as there have been few retirements early in the year
 - Employees are underspent to date by £192,000 as there are several vacancies, the Firefighters pay award does not take effect until November and the summer has been relatively wet, avoiding heavy usage of retained staff
 - Premises costs are £132,000 below budget due to seasonal factors and the scheduling of planned maintenance
 - Spending on Supplies is expected to increase by £40,000 over the year, due to the increased insurance costs previously reported to the Authority. These will be funded from increased investment income

- Income is ahead of target as a system of prepayment for courses at the Training Centre has been introduced
- 3 There has been no capital expenditure on Fire Authority schemes to date. A report elsewhere on this agenda seeks approval for all this year's outstanding schemes. There has been £11,000 expenditure on County schemes slipped from last year. Reading BC will fund these as part of the closedown of the County Council. Full details will be reported to members when all slippage has been agreed with Reading BC.

E BACKGROUND PAPERS

Agenda and Minutes - Royal Berkshire Fire Authority: 18 December 1997

Contact Officer: Andrew Vallance, Brigade Management Accountant (0118) 932 2251

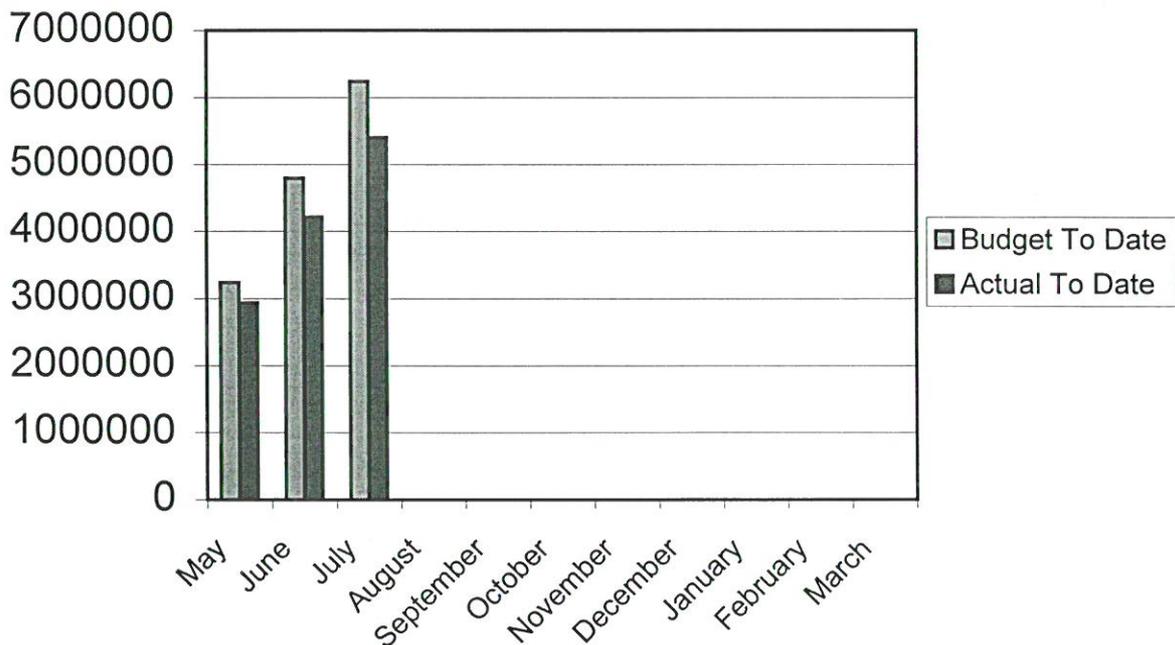
Royal Berkshire Fire Authority

Financial Position at 31st July 1998

Revenue

	Budget to July 98	Actual to July 98	Over(Under) spend	Annual Budget	Forecast
Employees	4,596,985	4,404,268	(192,717)	13,796,473	13,796,473
Premises	288,048	155,600	(132,448)	805,016	805,016
Supplies	537,492	521,624	(15,868)	1,496,108	1,536,108
Contracted	38,018	36,846	(1,172)	114,100	114,100
Transport	260,569	194,513	(66,056)	780,111	780,111
Debt Charges	18,524	0	(18,524)	55,595	55,595
Income	(226,302)	(279,627)	(53,325)	(333,018)	(333,018)
Investment	(19,992)	(35,122)	(15,130)	(60,000)	(100,000)
Pensions	748,239	406,249	(341,990)	2,245,615	2,245,615
Total	6,241,581	5,404,351	(837,230)	18,900,000	18,900,000

Net Revenue Expenditure to 31st July 1998



AGENDA ITEM 13 : 1998/99 CAPITAL BUDGET

To: Royal Berkshire Fire Authority
Date: 16 September 1998
Officer Contributing: Chief Fire Officer
 Treasurer

A PURPOSE OF REPORT

To seek the Authority's approval to proceed with the approved capital programme..

B PROPOSED ACTION

The Authority is invited to **RESOLVE** that the Chief Fire Officer proceeds with the following capital schemes:

- i Vehicle Mounted Display System
- ii Replacement of Breathing Apparatus Cylinders
- iii Convert Fire House Heating System - Feasibility Study
- iv Increase Training Centre Accommodation - Feasibility Study

C FINANCIAL IMPLICATIONS

A financial appraisal, excluding capital financing costs, is included in the individual scheme appraisals. There is provision of £55,000 for capital financing in the 1998/99 revenue budget. However due to the timing of these projects it is unlikely that all of it will be spent this year.

D SUPPORTING INFORMATION

- 1 Financial Regulations require that before expenditure can be incurred on a capital project a detailed scheme and financial appraisal needs to be approved by the Authority.
- 2 The Urgency Committee on 27 April 1998 approved proceeding with the capital scheme to replace the Willow Wall at Whitley Wood Fire Station. Approval is now being sought to proceed with the following schemes.

Vehicle Mounted Display System
 Replacement of Breathing Apparatus Cylinders
 Convert Fire House Heating System - Feasibility Study
 Increase Training Centre Accommodation - Feasibility Study

Appraisal forms are attached as appendices to the report.

E BACKGROUND PAPERS

- 1 Agenda and Minutes, Urgency Committee: 27 April 1998
- 2 Agenda and Minutes, Royal Berkshire Fire Authority: 18 December 1997

Contact Officer: David Noonan, Director Central Services (0118) 932 2250

**ROYAL BERKSHIRE FIRE & RESCUE SERVICE
CAPITAL PROJECT APPRAISAL 1998/99**

**TITLE: FEASIBILITY STUDY INTO INCREASED ACCOMMODATION AT
THE TRAINING CENTRE, WHITLEY WOOD, READING**

SERVICE CASE:

Objective: To undertake a feasibility study to provide additional accommodation at the Training Centre to house the additional staff and students resulting from the Brigades re-structure of the Training Department.

Policy Background: Additional accommodation is needed to deal with the increase in staff in the training department resulting from the Brigade's new structure. These additional posts are necessary to meet the national pressures on fire service training as confirmed by the Brigade's Health and Safety Project Team. The need is heightened by the loss of Shire Hall which was used by the Brigade as an overflow for training courses and seminars when the Training Centre was fully booked. In addition there is no catering facility at the Training Centre and this function was also provided by Shire Hall for both Brigade and commercial students.

JUSTIFICATION

Business Criteria: To meet the Brigade's responsibilities for ensuring the effective training of its members under the Fire Services Act and the Health and Safety at Work Act.

Alternative Solutions: There maybe facilities to outsource some of the training currently undertaken, although this is unlikely to be a viable proposition due to cost. Closure of the Industrial Training Department would free up some additional space, although unlikely to be sufficient but would incur a reduction in Brigade income currently at £167,000 per annum, gross.

Value for Money Benefits: Accommodation of the Brigades training department on one site would relieve accommodation pressures at other Brigade premises as well as making control of training more efficient. Immediate savings could also be met with the reduction of the hire of external venues.

REVENUE EFFECTS:

	1998/99	Full Year
Employee Costs		
Equipment etc.		
Transport	N/A	N/A
Other		
Total		

SCHEME COST:

	1998/99	1999/2000	2000/2001
Employee Costs			
Equipment			
Contractors			
Fees	£10,000		
Other			
Total	10,000		

**ROYAL BERKSHIRE FIRE & RESCUE SERVICE
CAPITAL PROJECT APPRAISAL 1998/99**

**TITLE: FEASIBILITY STUDY INTO CONVERTING THE FIREHOUSE
HEATING SYSTEM TO GAS FIRE HEATING**

SERVICE CASE:

Objective: To undertake a feasibility study to convert the Firehouse heating system currently operated by burning timber and paper in designated 'burn' areas to one that utilises a gas fired heating system with the application of mainly artificial smoke.

Policy Background: As part of the operational firefighters training needs it is necessary for crews to experience high temperatures and high levels of obscuration whilst practising search, rescue and firefighting techniques under realistic conditions.

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

JUSTIFICATION

Business Criteria: The thrust of the Home Office and the Health and Safety Executive is to train firefighters in realistic conditions within a framework of controls to ensure satisfactory levels of safety.

Alternative Solutions: Should the current method of heating be retained then the levels of damage incurred to the structure as currently experienced could cease or seriously reduce the operation of the firehouse.

Value for Money Benefits: Reduction in the hazards and effects currently being experienced, in addition to reducing the damage that fire currently causes to the building and contributing to the longevity of the complex itself. Reducing the risk of litigation or prosecution arising from the environmental issue of pollution.

REVENUE EFFECTS:

	1998/99	Full Year
Employee Costs		
Equipment etc.		
Transport	N/A	N/A
Other		
Total		

SCHEME COST:	1998/99	1999/2000	2000/2001
Employee Costs			
Equipment			
Contractors			
Fees	£10,000		
Other			
Total	10,000		

**ROYAL BERKSHIRE FIRE & RESCUE SERVICE
CAPITAL PROJECT APPRAISAL 1998/99**

TITLE: VEHICLE MOUNTED DATA SYSTEM

SERVICE CASE:

Objective: To purchase and provide a self contained computerised database system and hardware to allow firefighters to have ready access to hazard and risk information en route to operational incidents.

Policy Background: As part of the Brigade's commitment to the discharge of the Health and Safety Improvement Notice served on the Brigade on 22 January 1997 the Implementation Plan approved by Berkshire County Council identified that risk and hazard information must be available to firefighters en route to operational incidents and at the scene. The Plan detailed that a computer based system be provided on all front line appliances and selected special appliances.

JUSTIFICATION:

Business Criteria: To meet the Brigade's responsibilities for ensuring that up-to-date information is provided to operational firefighters as an effective compliance with current Health and Safety at work legislation as well as the Fire Services Act.

Alternative Solutions: Systems for the Fire Service of in-cab data are very limited at this time but much development work is being undertaken and manufacturers and commercial providers are working on modern methods of data exchange rather than a self contained data

base, however these systems are not yet available. Transmission of risk information to an in-cab facsimile facility or a paper based system which will prove less efficient and cumbersome to administer and keep up to date.

Value for Money Benefits: Firefighters are provided with risk and hazard information prior to attending and whilst at incidents. Such information may well reduce risk of or actual injury to firefighters at incidents which may result in the Brigade being abler to successfully defend or mitigate itself in any litigious or claims situation.

REVENUE EFFECTS:

	1998/99		Full Year
Employee Costs			
Hardware and Software updates and maintenance			£27k
Transport	N/A		
Other			
Total			£27k
SCHEME COST	1998/99	1999/2000	2000/2001
Employee Costs			
Equipment	£181k		
Contractors			
Fees			
Others			
Total	£181k		

**ROYAL BERKSHIRE FIRE & RESCUE SERVICE
CAPITAL PROJECT APPRAISAL 1998/99**

TITLE: REPLACEMENT BREATHING APPARATUS CYLINDERS

SERVICE CASE:

Objective: To purchase and provide a further 130 lightweight carbon fibre type compressed air cylinders for use with breathing apparatus.

Policy Background: Berkshire County Council approved a project for replacement of steel cylinders with lightweight carbon fibre type. This enables the brigade to replace 320 of the stock of 450 needed for front line fire fighting, training, servicing, testing and reserve stock in 1997/987.

JUSTIFICATION:

Business Criteria: To replace the Brigade's ageing cylinder stock and to reduce the overall weight to firefighters of the wearing of breathing apparatus sets by 6.3Kg, enabling the improvement in compliance with manual handling regulations.

Alternative Solutions: Nil

Value for Money Benefits: The reduced weight to firefighters of breathing apparatus will contribute to the reduction in the instances of back and other muscular-skeletal problems amongst firefighters which could and do result in early retirement.

REVENUE EFFECTS:

	1998/99	Full Year
Employee Costs		
Equipment etc	Nil	£2k
Transport		
Other		
Total		£2k

	1998/99	1999/2000	2
SCHEME COST			
Employee Costs			
Equipment etc	£46k		
Contractors			
Fees			
Other			
Total	£46k		

AGENDA ITEM 14 : 1999/2000 BUDGET

To: Royal Berkshire Fire Authority
Date: 16 September 1998
Officer Contributing: Treasurer
 Chief Fire Officer

A PURPOSE OF REPORT

To inform Members of:

- Preliminary indications of Budget requirement for 1999/2000
- Budget pressures
- Standard Spending Assessments and Government Comprehensive Spending Review
- Proposed Budget Process and Time-table

with a view to determining the way forward for consideration of the Budget for 1999/2000.

B PROPOSED ACTION

The Authority is invited to RESOLVE:

- 1 That the Officers be asked to submit a report on detailed budget requirements indicating the implications of setting a budget at the following overall levels:
 - a £19.1M (Last year's SSA + 3.6%)
 - b £19.6M (Last year's budget + 3.6%)
 - c £20.0M (Last year's budget + 5.6%)
 - d £20.4M (Last year's budget + 5.6% + growth);
- 2 That, in order for the Authority to judge the level of expenditure included in current budgets and proposals for growth, budgets be categorised as follows:

Category	Definition
1	Statutory minimum level of service below which the Fire Authority would be open to successful legal challenge.
2	Statutory services currently provided at a higher level than that which would be open to successful legal challenge.
3	Discretionary services for which there is a specific existing Fire Authority commitment.
4	Discretionary services outside Category 1 provided without an explicit Fire Authority commitment.

3 That initial considerations of Budget requirements be referred to the Budget Working Party who will report with recommendations to the meeting of the Authority to be held on 8 December 1998;

4 That the proposed budget process and timetable be adopted.

C FINANCIAL IMPLICATIONS

There are no financial implications at this stage.

D SUPPORTING INFORMATION

Preliminary Indications of Budget Requirement for 1999/2000.

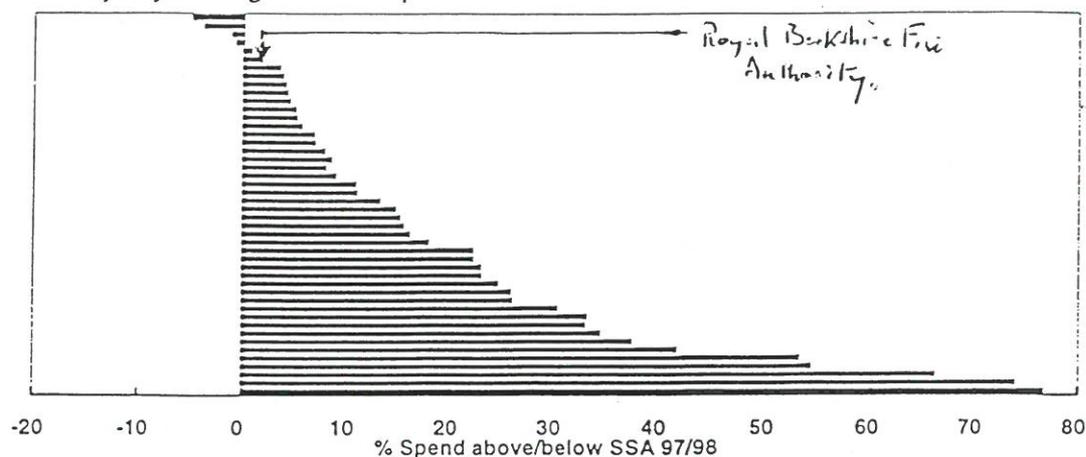
- 1 Appendix 'A' sets out a statement of Budget indications for 1999/2000.
- 2 It shows that a stand-still budget is likely to be of the order of £20M.
- 3 Revenue growth bids are currently being appraised. These total some £300,000 and cover such items as operational equipment development, information technology development and planned maintenance of buildings.
- 4 CSL have recently produced a draft report showing the projected year by year deficit on the Fire Service Pension Scheme. For 1999/2000 it shows an almost stabilised position at the 1998/99 level. The projection is based on transfer values payable in respect of personnel transferring to other brigades balancing transfer values receivable for personnel taking up appointments with the Royal Berkshire Fire and Rescue Service.
- 5 The actual pattern on transfer values is one of imbalance with considerably more value paid out than received. Further work is being undertaken as to the validity of the projections in the CSL Draft Report.
- 6 One of the Overarching Primary Priorities for 1998/99 adopted by the Authority at its meeting of 9 June 1998 was 'To undertake a meaningful review of revenue spending'. This is currently under way as part of the pre-budget process and any proposals for savings that could off-set essential growth will be the subject of report during the budget cycle.
- 7 Capital scheme bids total £888,000, which include £692,000 relating to vehicles and plant and £176,000 for Fire House refurbishment. The critical factor here will be the allocation of basic credit approval for 1999/2000. Any shortfall will mean the consideration of further leasing with consequent additional revenue budget implications.

Standard Spending Assessments, Grant and Capping

- 8 Appendix 'B' sets out the 1998/99 Standard Spending Assessments and Budgets of the six constituent authorities and the amounts included for the Fire Service.
- 9 It will be noted that the Fire Authority budget represents just over 3% of the overall budgets of the six constituent authorities. The Fire Authority approved budget was 2.54% in excess of Fire Service SSAs compared with an average 5.16% over SSA in respect of total constituent authority budgets.
- 10 All six constituent authorities budgeted to spend at cap of which two were capped at the level of their standard spending assessment.
- 11 The majority of brigades need to spend above the Fire SSA. A survey of 46 brigades shows the following picture in respect of 1997/98 estimated expenditure compared with 1997/98 Fire SSA.

1997/98 Estimated Expenditure Compared with 1997/98 Fire SSA

The majority of Brigades will spend above SSA in 1997/98



- 12 In a White Paper 'Modern Local Government - In Touch with the People' the Government indicate their proposals for the future operation of Standard Spending Assessments, Grant and Capping.

For 1999/2000 it proposes:

- To not tell in advance every single council in the country how much it may spend. In the period prior to new capping legislation coming into effect, the Government will use existing capping powers as a reserve power **to limit excessive council tax increases**. Capping principles would not be announced in advance but those councils considered to have set excessive budgets would be capped after they had set their budgets.
- The Government is looking again before the 1999/2000 settlement, at changes to improve the present SSAs. After that central government in partnership with local government, intends to set a three year programme of research to investigate thoroughly whether there is a better way of determining the distribution of revenue

support grant which is simple, more stable, more robust and fairer than the present arrangements for SSAs.

- Whilst the investigation is taking place, the Government will not expect to make fresh changes to the method of calculation of SSAs, except for example where there are changes in the functions of councils, or financing of particular councils. The SSAs of individual councils will change to reflect changes in demand for their services as reflected in the data used to calculate the SSAs.

- 13 The Government's Comprehensive Spending Review contains the following figures for the Fire Service in England.

Year	Total £M	Percentage Increase %
1998/99	1298.9	-
1999/2000	1346.0	3.6
2000/2001	1393.4	3.5
2001/2002	1442.5	3.5

- 14 The accompanying report includes the following references to the Fire Service.

"4.15 Challenging targets have also been set for key public services, requiring an efficient manner, for example.

Fire Service increased efficiency through more co-operation and collaboration between services.

11.3 The Government has set challenging targets to increase the efficiency and effectiveness of all the services for which the Home Secretary is responsible, such as the prison, probation, police and fire services. It will target funding effectively by making wise, strategic investments for the long term.

11.15 There will be increased efficiency through more co-operation and collaboration between fire brigades, including sharing resources. Modern standard of fire cover and new emphasis on fire safety and prevention will target fire deaths in the home and help to reduce costs to the tax payer."

- 15 It appears the figures reflect anticipated pay awards and increased pension deficits but also include an assumed 2% per annum reduction for the efficiency savings referred to in the report. 2% efficiency savings were explicitly required in police expenditure and it appears they are also expected from the fire service in England. Providing 2% efficiency savings are made the planned growth increase for fire services is 1%.
- 16 The Royal Berkshire Fire Authority's approved budget for 1998/99 is at 2.54% above SSA one of the lowest spends compared to the SSA measure. This indicates that the Authority already operate a tight ship and further substantial operational efficiency savings are likely to be difficult to achieve.

Budget Process and Time-table

- 17 Whilst the Fire Authority is not subject to capping Members clearly have to consider firstly the essential needs of the Fire Service and secondly reconcile these with the constituent authorities budgetary position, level of Council tax and possibility of capping.
- 18 There is a need for a framework within which this consideration takes place.
- 19 Appendix 'C' sets out a time-table for the budget process.
- 20 Paragraph B1 show a suggested approach to aiding consideration of the Budget for 1999/2000.

The overall levels are based as follows:

	£M
a	
Standard Spending Assessment 1998/99	18.4
Plus 3.6% (Net percentage increase under the Comprehensive Spending review)	.7
	<hr/> 19.1 <hr/>
b	
Fire Authority Budget 1998/99	18.9
Plus 3.6% (Net percentage increase under the Comprehensive Spending review)	.7
	<hr/> 19.6 <hr/>
c	
Fire Authority Budget 1998/99	18.9
Plus 5.6% (On the basis that this Fire Authority spend is close to SSA and therefore 2% efficiency savings likely to be difficult to achieve)	1.1
	<hr/> 20.0 <hr/>
d	
Fire Authority Budget 1998/99	18.9
see (c) above	1.1
Plus allowance for growth (say)	0.4
	<hr/> 20.4 <hr/>

- 21 Paragraph B2 sets out a categorisation formula in order for the Authority to judge the level of expenditure included in current budgets and proposals for growth.
- 22 The Authority has already set up a Budget Working Party and it is suggested that it gives initial consideration of Budget requirements and reports with recommendations to the meeting of the Authority to be held on 8 December 1998.

E BACKGROUND PAPERS

- 1 Department of the Environment, Transport and the Regions - Announcement of outcome of Comprehensive Spending Review.
- 2 White Paper 'Modern Local Government - In touch with the People'.
- 3 Report of the Home Office Services Expenditure Forecasting Group - Expenditure Forecasts 1998/99 to 2001/02.

Contact Officer: Donald Illingworth, Treasurer (0118) 932 2284

Appendix 'A'

BUDGET INDICATIONS 1999/2000

	£000	£000
Budget 1998/99		18900
Plus Unavoidable extra costs already identified		
Insurance	60	
CSL Contract	10	
Other	16	
	<u>86</u>	
Less Additional Interest on balances	40	
		<u>46</u>
		18946
1999/2000		
Leasing of Fire Appliances	54	
Phasing in of new structure	117	
Capital charges	29	
Inflation - Pay award 5% and General 2.5%	800	
NI Contributions - New rates could cost extra	<u>200</u>	
		1200
Pension Scheme Deficit		<u>?</u>
		<u>£20146</u>
The following matters are currently being appraised		
Revenue Growth bids 1999/2000		300
Pension Scheme deficit - possible effect of in- balance of transfer values in and out		?
Any off-setting savings that could be considered		?
Capital Scheme bids 1999/2000		
Vehicles and Plant		692
Fire House refurbishment		176
Other		20

STANDARD SPENDING ASSESSMENTS AND BUDGETS 1998/99

Authority	Standard Spending Assessment		Budget	
	Total £000	Including Fire Authority £000	Total £000	Including Fire Authority £000
Bracknell Forest	76118	2470	76118	2533
Reading	102291	2891	109797	2978
Slough	106767	2264	106767	2322
West Berkshire	102346	3388	111224	3477
Windsor and Maidenhead	96430	3745	100300	3840
Wokingham	93828	3658	103374	3750
Total	577780	18416	607580	18900
Fire Authority as % of total		3.19%		3.11%
Constituent Authorities Budget spend as a % of SSA			105.16%	
Fire Authority spend as a % of Fire Service SSA				102.54%

Source: Standard Spending Assessments and Budget Information - CIPFA Finance and General Statistics 1998/99

BUDGET PROCESS AND TIMETABLE

1998	
16 September	Meeting of Royal Berkshire Fire Authority to consider Budget Strategy
November	Budget Working Party to meet to consider submission to Fire Authority Meeting of 8 December
November/December	Provision will be made for consultation with Leaders and Chief Executive's of the six constituent Authorities. This will occur during the period prior to the setting in December of the approved estimate of the Fire Authority's net expenses for 1999/2000.
Late November	Government announcement of 1999/2000 finance settlement and Standard Spending Assessments (SSAs) (Note last year the announcement was on 2 December)
8 December	Meeting of Royal Berkshire Fire Authority to approve estimate of Authority's net expenses for 1999/2000
Before 31 December	Treasurer to submit to each constituent authority the approved estimate of the Authority's net expenses for 1999/2000
1999	
3 February	Meeting of Royal Berkshire Fire Authority to fix the contributions of the constituent authorities
Before 15 February	Treasurer to give notice to each constituent authority of the amount of contribution to be paid by that authority for 1999/2000

- 4 HM Inspector confirmed that he did not see the Royal Berkshire Fire and Rescue Service as a priority for early full inspection once they had been re-commenced.

E BACKGROUND PAPERS

None

Contact Officer: David Harper, Chief Fire Officer: (0118) 932 2225

AGENDA ITEM 16 :**BUSINESS PRIORITIES 1998/99**

To: Royal Berkshire Fire Authority
Date: 16 September 1998
Officer Contributing: Chief Fire Officer
Treasurer

A PURPOSE OF REPORT

To advise the Members of the progress being made against the Brigade's objectives.

B PROPOSED ACTION

Members are invited to **NOTE** the report.

C FINANCIAL IMPLICATIONS

There are no financial implications.

D SUPPORTING INFORMATION

- 1 At its meeting of 9 June 1998 the Chief Fire Officer presented the Fire Authority with the Brigade's provisional Strategic Objectives for 1998/99. The Fire Authority approved the objectives for inclusion in the Fire Service's Annual Report and also resolved that the Chief Fire Officer report progress on meeting the objectives to the next two meetings of the Fire Authority.
- 2 The Chief Fire Officer has refined the Strategic Objectives into a number of officer targets, against which progress can be monitored. This is shown in the attached appendix 1. Work is on-going on all the strategic objectives and more detailed progress reports will be brought to the Authority as identified in the schedule.

E BACKGROUND PAPERS

Appendix and Minutes - Royal Berkshire Fire Authority: 9 June 1998.

Contact Officer: David Noonan, Director Central Services (0118) 932 2250

**ROYAL BERKSHIRE FIRE & RESCUE SERVICE
STRATEGIC OBJECTIVES 1998/99**

STRATEGIC OBJECTIVE	OFFICER TARGETS	PROGRESS REPORT	FURTHER COMMENTS/ACTION
<p>1 To continue to maintain service delivery both to the public and internally to the current levels and achieve improvement where possible within present resource constraints</p>	<p>To monitor and reduce sickness levels so as to increase staff availability.</p> <p>To monitor crewing levels and compare with national guidelines.</p> <p>To review role of retained personnel and availability of retained crews to achieve and maintain crewing levels.</p> <p>To consider options for delivery of: Financial Services Payroll Services Building Maintenance Estates management in 2000/2001</p>	<p>Monitoring on-going.</p> <p>Monitoring of crewing levels following introduction of payback scheme/recruitment.</p> <p>Recent recruitment drive at Mortimer Fire Station given publicity in local press.</p> <p>Working Groups set up to monitor all aspects of retained delivery of service to strengthen and improve this within resource constraints.</p> <p>Current Central Services provided initially for 2 years. Officers will commence review of options in 1999.</p> <p>New 'Year 2000 compliant' payroll currently being introduced.</p>	<p>Fire Authority requested 6 monthly reports to the Fire Authority. First report to go to 8 December meeting.</p>

STRATEGIC OBJECTIVE	OFFICER TARGETS	PROGRESS REPORT	FURTHER COMMENTS/ACTION
<p>2 To continue with the next phase of the agreed and already established programme to address identified Health & Safety issues</p>	<p>To continue to implement Improvement Plan objectives.</p>	<p>A progress report is submitted to each programmed meeting of the Fire Authority</p>	
<p>3 To commence preparations for the Brigade to embrace the principles of Best Value in respect of all activities</p>	<p>To produce a Project Plan and progress report to the Fire Authority meeting of 8 December 1998.</p>	<p>Officer Working party initiated to produce a Project Plan and consider means of complying with the Government's requirements.</p>	
<p>4 To actively investigate the potential for collaboration with other Brigades/Services in respect of areas of common interest</p>	<p>To produce a progress report to the Fire Authority meeting of 8 December 1998.</p>	<p>Discussions under way with neighbouring Fire Authorities and other Emergency Services on potential for collaboration.</p>	

STRATEGIC OBJECTIVE	OFFICER TARGETS	PROGRESS REPORT	FURTHER COMMENTS/ACTION
<p>5 To commence preparations to enable the Brigade to move towards a competency based training ethos in reflection of the national direction</p>	<p>To produce a progress report to the Fire Authority at it meeting in February 1999.</p>	<p>Review is currently in place to identify the implications of implementing competency based training, including incorporating requirements into induction procedures.</p>	
<p>6 To expand and further develop the community safety principle, to include the forging of meaningful local partnerships, that will enable greater emphasis to be given to the prevention of fire, thereby resulting in a safer environment</p>	<p>To monitor the effectiveness of the initiatives agreed with Yellow Pages.</p> <p>To seek additional partnerships with commerce and industry to provide additional resources to further community safety initiatives at no additional cost to the Authority.</p> <p>To produce a detailed progress report to the Fire Authority meeting of 8 December 1998.</p>	<p>Implementation of initiatives in line with priorities agreed with Yellow Pages.</p> <p>The Brigade is developing a number of initiatives, including the provision of Smoke Alarms for the Hard of Hearing in partnership with British Gas.</p>	

STRATEGIC OBJECTIVE	OFFICER TARGETS	PROGRESS REPORT	FURTHER COMMENTS/ACTION
<p>7 To undertake a meaningful review of revenue spending</p>	<p>To identify non-statutory services and potential for efficiency savings.</p> <p>To incorporate the review into the 1999/2000 Budget Process.</p>	<p>The Treasurer and Chief Fire Officer are incorporating the reviews into the 1999/2000 Budget Process which will be regularly reported to the Budget Working Party meeting prior to 8 December meeting of the Fire Authority.</p> <p>It is anticipated that a medium to long term strategy will be proposed as a result of the process.</p>	
<p>8 To assess the long term Capital Investment needs of the Brigade including an exploration of the potential of the Private Finance Initiative in respect of those needs</p>	<p>Officers are identifying long term investment needs of the Authority.</p> <p>Identifying potential for utilising Private Finance Initiative funding.</p>	<p>Will be incorporated into the 1999/2000 Budget Process.</p> <p>There appears little scope for the Brigade to obtain funding from Private Finance Initiatives due to the relatively low cost of the Brigade's capital schemes.</p>	

STRATEGIC OBJECTIVE	OFFICER TARGETS	PROGRESS REPORT	FURTHER COMMENTS/ACTION
<p>9 To continue to participate actively in and influence, national debate, initiatives and thinking</p>	<p>To contribute to developments within the Fire Service via active membership of Chief and Assistant Chief Officer (CACFOA) Working Groups.</p> <p>To assist in the development of middle and senior ranks of this Service by involvement in the Fire Service College.</p>	<p>Brigade Officers currently Chair three Regional Working Groups.</p> <p>The CFO currently chairs a Regional Committee, the DCFO one national committee (and holds seats on two further national committees), and the ACFO two regional working parties. In addition officers of the Brigade are actively involved at both national and regional in the development of service policies and issues.</p> <p>The Chief Fire Officer is an assessor for the Home Office Extended Interview process for selection of potential Principal Officers and Course Director of the Brigade Command Course, which is a statutory prerequisite to becoming a CFO. In addition, he is an active member of the Review Team that has re-assessed the needs of the course and is remodelling the format for completion in 1999.</p>	

STRATEGIC OBJECTIVE	OFFICER TARGETS	PROGRESS REPORT	FURTHER COMMENTS/ACTION
9 Cont'd To continue to participate actively in and influence, national debate, initiatives and thinking		Both the CFO and the DCFO provide higher management input to the Divisional Command Course at the Fire Service College.	

**AGENDA ITEM 18 : URGENT REPLACEMENT OF OPERATIONAL
FIRE TUNICS**

To: Royal Berkshire Fire Authority
Date: 16 September 1998
Officers Contributing: Chief Fire Officer

A PURPOSE OF REPORT

To advise the Authority of the unforeseen need to replace urgently fire tunics issued to operational staff as part of their personal protective equipment and the need to consider a 'lifing policy' for such equipment.

B PROPOSED ACTION

The Authority is invited to NOTE the report.

C FINANCIAL IMPLICATIONS

The total cost of the replacement of fire tunics necessary so far is £26,000.

Due to savings incurred through current staff vacancies and the relatively low summer call rate due to the unseasonal weather, it is likely that this expenditure can be absorbed within the 1998/99 revenue budget.

Dependant upon the outcome of tests currently being conducted upon a different design of tunic, it is possible that further costs in the region of £27,000 might be incurred. Should this be necessary, a further report will be submitted to the Authority.

D SUPPORTING INFORMATION

- 1 The Authority has a legal responsibility under Health and Safety legislation to provide any necessary personal protective equipment to its staff. In the case of staff with an operational, firefighting duty, this includes the provision of firefighting uniform.
- 2 Each operational member of the Brigade is equipped with 2 fire tunics to afford adequate protection to the trunk of the body when undertaking firefighting operations. The issue of 2 tunics enables the member to maintain their operational availability whilst one tunic is being cleaned or undergoing minor repair. Each tunic costs £130 and must comply with the relevant British and European standards for firefighting uniform. This ensures that the wearer is appropriately protected from exposure to flame and from the temperatures experienced when fighting fire, particularly when operating in breathing apparatus.

- 3 To date, no specific life has been placed upon a fire tunic. Tunics are replaced routinely only when showing signs of unacceptable wear or when damaged beyond economic repair in the course of firefighting.
- 4 Information was received from another Brigade using fire tunics of the same manufacturer as Royal Berkshire Fire and Rescue Service that a large proportion of their tunics manufactured prior to 1992 had failed independent testing in that the thermal barrier inbuilt into the tunic had degraded and no longer afforded the level of thermal protection required. Consequently, a number of tunics of similar age in use in this Brigade were randomly selected for test. The tunics were of two different designs; the tests revealed that 70% of one design of tunic and 60% of the other design showed unacceptable degradation of the thermal barrier and were thus withdrawn from service.
- 5 Following discussions with the manufacturers, all tunics of the first design (having a separate lining) have been withdrawn from service and replaced. In total, 200 tunics of this type have had to be replaced at a cost of £26,000.
- 6 Discussions are still ongoing with the manufacturer in respect of whether the majority of the second (one piece) design of tunic can be made to comply with the appropriate standard or whether these tunics also require wholesale replacement. 207 tunics are affected, the replacement of which would cost a further £27,000.
- 7 Members are advised that degradation of the thermal layer results from normal wear of the tunic and is particular affected where the tunic is in contact with the harness of breathing apparatus sets. The degradation is not apparent without expert testing.
- 8 Officers of the Brigade are in discussion with the manufacturers to develop a methodology for 'lifing' the tunics, given that the amount of use to which they are put (and consequently the degradation experienced) will differ greatly between fire stations. However, it is likely that a greater number of tunics per annum will require to be routinely replaced as a result of this information becoming known.

E BACKGROUND PAPERS

None.

Contact Officer: Mike Clement-Green, Deputy Chief Fire Officer and
Director of Service Delivery: (0118) 932 2226

**AGENDA ITEM 19 : DISPOSAL OF REDUNDANT OPERATIONAL
FIRE TUNICS**

To: **Royal Berkshire Fire Authority**
Date: **16 September 1998**
Officers Contributing: **Chief Fire Officer**

A PURPOSE OF REPORT

To seek the approval of the Authority to the disposal of redundant fire tunics to the fire services of Malawi.

B PROPOSED ACTION

The Authority is invited to consider the matter and RESOLVE accordingly.

C FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

D SUPPORTING INFORMATION

- 1 A report elsewhere on this agenda advises the need for the urgent replacement of 200 operational fire tunics. These tunics fail to meet the standard of protection required by British and European standards and hence have no resale value to any other UK fire service. It is possible that these tunics could be sold for purposes other than firefighting; however, there is no readily identifiable market.
- 2 Members will be aware that through the auspices of the Institution of Fire Engineers, Station Officer David Phillips of this Brigade recently attended the African state of Malawi at the invitation of their government to advise on the organisation and training of their fire services. Mr Phillips noted during his visit that the fire services are poorly equipped, many lacking even the most basic equipment.
- 3 It is considered that the gift of 200 redundant fire tunics would greatly enhance the firefighting ability of the Malawi fire services. The fact that these tunics fail to meet the required level of protection in the United Kingdom is not seen as an obstacle to their useful continuation of life in these circumstances.
- 4 In the opinion of the Clerk, providing that the Malawi government is advised of the reasons why the tunics have been made redundant, no liability can be placed upon the Authority in the event of a Malawi firefighter being injured whilst wearing a redundant Royal Berkshire tunic.

- 5 Should Members resolve to gift the tunics to Malawi, the costs of carriage will be met other than by the Brigade. Station Officer Phillips is currently exploring how this may be achieved.

E BACKGROUND PAPERS

None.

Contact Officer: Mike Clement-Green, Deputy Chief Fire Officer and
Director of Service Delivery: (0118) 932 2226

**AGENDA ITEM 20 : ROYAL BERKSHIRE FIRE AND RESCUE
SERVICE ANNUAL REPORT 1997/98**

To: Royal Berkshire Fire Authority
Date: 16 September 1998
Officer Contributing: Chief Fire Officer

A PURPOSE OF REPORT

To place before Members the report on Fire and Rescue activities for 1997/98 which incorporates the Business Targets for the current financial year.

B PROPOSED ACTION

The Authority is invited to NOTE the report.

C FINANCIAL IMPLICATIONS

There are no financial implications.

D SUPPORTING INFORMATION

- 1 The format of this year's Annual Report has been changed to reflect the new status of the Fire and Rescue Service following the creation of the Royal Berkshire Fire Authority in April 1998. As in previous years every effort has been made to keep costs to a minimum without sacrificing quality.
- 2 The Report, which is appended separately to the Agenda, includes the 1998/99 Business Targets. Each of the targets is supported by a series of officer targets which are formally monitored by the Chief Fire Officer and progress in achieving these targets will be formally reported to the Fire Authority.
- 3 The Business Targets for 1998/99 acknowledge the workload pressures generated by the Targets in previous years some of which are on-going, and whilst there is a limited number of strategic objectives, in real terms they represent a significant commitment for the Brigade.

E BACKGROUND PAPERS

None

Contact Officer: David Noonan, Director Central Services (0118) 932 2250

AGENDA ITEM 21: FIRE AND RESCUE SERVICE - FIRES AND INCIDENTS OF INTEREST

A PURPOSE OF REPORT

To advise Members of fires, incidents and activities of interest since June 1 1998.

B PROPOSED ACTION

The Authority is invited to NOTE the report.

C FINANCIAL IMPLICATIONS OF PROPOSED ACTION

There are no financial implications.

D SUPPORTING INFORMATION

Brief details of fires and other incidents of importance or interest are set out in the appendix to this report.

E BACKGROUND PAPERS

None

Contact Officer: David Harper, Chief Fire Officer: (0118) 932 2225.

**Royal Berkshire Fire and Rescue Service
1 June 1998 to 31 August 1998**

FIRES AND INCIDENTS OF INTEREST

2 June 18.02 Lowfield Road, Caversham

A family was left homeless after their bungalow was destroyed by a fire which started in the kitchen and quickly spread to the roof and other areas of the mobile building.. Crews from Caversham Road and Sonning tackled the blaze wearing breathing apparatus and using two hose reels. The Red Cross Fire Victim Support Unit attended.

13 June 17.57 onwards Reading

Control room staff received nearly 200 calls as freak weather conditions, culminating in a tornado in Lower Earley which uprooted trees, wrecked garden walls and tore tiles off roofs in Rushey Way and Chilcombe Way, hit the Reading area. Crews from Caversham Road, Dee Road, Wokingham Road, Whitley Wood and Sonning were involved in pumping out flood water and making property safe.

16 June 18.08 High Street, Lambourn

Firefighters from Lambourn, Hungerford, Newbury, Pangbourne and Whitley Wood tackled a blaze inside a barn undergoing renovation. Four breathing apparatus sets

were in use, along with two jets and two hosereel. A salvage operation was carried out and crews were on the scene until midnight.

22 July 04.58 Haining Ridge, Ascot

A woman, suffering from smoke inhalation, was taken to hospital following a fire in a downstairs room. Crews from Ascot and Bracknell extinguished a fire using one hosereel and four breathing apparatus wearers. They also rescued three hamsters. The room and its contents were severely damaged and the whole house smoke logged. The cause of the fire remains unknown.

24 June 13.13 Riding Court Road Langley

Firefighters from Langley helped an ambulance crew remove a 17 stone man from the second floor of a building on a construction site. The man, who had dislocated his knee, was helped to safety using the site crane, a paraguard stretcher and a table platform.

15 July 17.37 Sawyers Close, Dedworth

Four people and a dog were rescued by firefighters after fire broke out on the seventh floor of a block of flats. Two people including a firefighter, were taken to hospital. The firefighter cut a finger on broken glass and a resident suffered smoke inhalation. Crews from Windsor and Slough wearing six sets of breathing apparatus used one jet to put out the fire and evacuate residents. The hydraulic platform was also in use. Rubbish bags left on the landing and deliberately set alight are thought to be the cause.

29 July 09.06 B3018 The Straight Mile, Shurlock Row

A crew from Bracknell and the rescue support vehicle from Slough freed a woman trapped in an overturned Alfa Romeo. Paramedics gained entry through the rear of the car which was upside down in the roadside ditch. Firefighters increased access so the driver could be eased out the rear. In a thirty minute extrication firefighters cut away a rear head rest and dug out soil from the ditch. Fortunately, the driver was not seriously hurt.

26 July 13.33 Lower Mount Farm, Long Lane, Cookham

Firefighters saved thousands of pounds worth of oil rapeseed threatened by a blaze in a grain dryer. Crews from Maidenhead and Cookham were at the scene for more than two hours when a blaze started in a dryer containing 20 tons of seed. The seven-metre high dryer was surrounded by oil rapeseed at the time of the fire. Firefighters tackled flames pouring out of an inspection window on the side of the dryer while farm workers emptied its contents.

12 August 21.02 Dobsons Timber Yard, St Paul's Avenue, Slough

Firefighters from Slough, Maidenhead, Langley, Windsor, Beaconsfield and Gerrards Cross saved 75 per cent of the yard from damage in a firefighting operation lasting two hours. First crews on the scene found one end of the yard well alight and flames endangering adjoining property, including an MOT centre. Five jets and three hydrants along with firefighters wearing six sets of breathing apparatus were in use. Crew from Ascot, Wokingham Road, Bracknell and Maidenhead were called in at midnight to relieve crews. They remained on site overnight as a precaution and the scene was reinspected the following day.

20 August 17.45 Holdens Firs, Burghfield Road

Five hectares of blazing plantation and trees was tackled in a two hour operation by firefighters from Mortimer, Dee Road, Whitley Wood, Caversham Road, Bracknell and Newbury. Eight hose reel, one jet and two hydrants were used to put out the fire.

16 August 03.28 Altwood Road, Maidenhead

The first crew on the scene found the roof of a large detached house well alight and entered to the first floor to search and rescue any occupants. However, they were forced back as the ceiling in all rooms collapsed upon them. This necessitated the fire being fought from outside the building. Re-inforcements were ordered on with one of the brigade's hydraulic platforms from Slough. This was used to remove roofing tiles without endangering firefighters and to fight the fire. A total of eight pumping appliances attended - from Maidenhead, Cookham, Windsor, Slough, Bracknell and Reading's Dee Road station - and damage control measures were undertaken. Firefighters were at the scene for several hours. Fire investigation officers believe an electrical fault is the probable cause.

18 August 09.12 Fibre Fuels, Sykes Road, Slough

Firefighters from Slough, Langley, Windsor, Bracknell and Whitley Wood were involved in a lengthy incident at a recycling plant. A fire had started in a waste paper compacting unit, which proved difficult to access. Crews had to unbolt 2ft x 2ft panels to reach the seat of the fire and used a thermal imaging camera and a heat tracer to make sure it was out. They were on the scene until around 4pm.

20 August 20.57 Harrington Close, Manor Park, Newbury

The body of a woman was found after firefighters and police were called to her home by worried neighbours. Two crews from Newbury attended but there was no firefighting action as the fire had gone out before the brigade arrived. It is thought to have started accidentally.

24 August 04.10 Henry VI Public House Eton High Street

One person was taken to hospital following a fire at pub. Crews from Slough and Langley attended to find smoke issuing from the roof - three floors up. Three people were trapped on the ground floor behind a locked door. A team wearing breathing apparatus entered the building through a window while the front door was 'taken out' to get the occupants out and to allow further crews to enter. The BA crew quickly extinguished the fire but had difficulty in venting because the room was in the roof space with only a small opening. The hydraulic platform attended so an assessment of the roof from the outside could be made. A candle used for lighting was the probable cause.

28 August 16.38 Shute End, Wokingham

A fire engine responding to a hoax 999 call made by a teenager was involved in a traffic accident. Six members of the public were injured and one woman had to be cut from her car. Their injuries were not serious. No brigade personnel were hurt. Eight vehicles, including the fire engine, were damaged. Firefighters from Bracknell and the rescue support vehicle from Slough attended the incident. A 14-year-old girl will be

cautioned by police under the Restorative Justice Scheme, which means she will meet people affected by the accident.

31 August 02.58 Littlejohns Farm, Reading

A firework set off by a camper at the Reading festival caused thousands of pounds worth of damage when it landed in a bale of straw. The blaze destroyed 50 tons of straw. Crews from Dee Road, Caversham Road, Whitley Wood, Sonning and Wargrave attended. The last crew left the scene just after 12pm.

PUBLIC REACTION TO THE FIRE AND RESCUE SERVICE

13 June 1998 Fire at Manor Cottage, Westbrook

"...I am very impressed with the tremendous service you and your officers provide. There is no question that the damage to my home would have been much worse had it not been for their diligence."

Jeremy Booth, Boxford

30 June 1998 Fire at High Street, Lambourn

"..I am writing to say how impressed I am with Lambourn firefighters. If it had not been for the quickness and the efficient way that the officer in charge and his men took control it would have been a far more serious fire."

Mrs N. Lambourn

26 July Leaking water tank, Datchet

"...I am 82-years-old and live on my own. I had no idea the fire brigade would take so much trouble."

Mrs H. Datchet

20 August 1998 West Berkshire Council

"..thanks to the Community Safety Team for visiting out summer playschemes with your public information vehicle."

Di Peplar, Rural Recreation & Playschemes Officer

20 August 1998 Panasonic Broadcast Europe

"...a major water leak had developed in the plant room of our building and prompt action by your officers avoided the situation becoming a disaster."

Ann Sheldon, Personnel and General Affairs Manager

12 August Broken down car, Junction 11, M4

"I couldn't find a phone but I did find Whitley wood Station. The officers on duty were most kind and I cannot praise them highly enough."

Janet Atkinson, Crymch, Dyfed

COMMUNITY SAFETY TEAM

The team, set up thanks to a partnership deal with Yellow Pages, has visited 24 schools and distributed more than 6,300 Safety Detective check sheets - so far 550 have been returned by children. The team also attended a Child Safety Week event at

Reading's Whitley Health Centre, which 120 children from neighbouring schools attended.

Three home carers training sessions have been conducted.

Public events attended include BEST day, Woodley Carnival and a fun day at Bracknell Sports & Leisure Centre, where an additional 100 safety detective sheets were given out. A grafting amount of interest was shown in the team's stand at BEST despite the disastrous weather.

The team has visited eight summer play schemes, with around 640 children taking part in fire safety activities to suit ages 5 to 11 years.

AGENDA ITEM 22 : EXCLUSION OF THE PUBLIC

To: Royal Berkshire Fire Authority
Date: 16 September 1998
Officer Contributing: Clerk & Monitoring Officer

The Committee 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
23	Part II Minutes - 9 June 1998	11
24	Part II - Urgency Committee - Minutes	1 & 11
25	Part II - Personnel Committee - Minutes	1 & 11
26	Appeal Against Dismissal	1

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 Weller on (0118) 932 2288, A Part I summary of the action taken will be available in the minutes of the meeting.

**Not for Publication - Exempt Information
Section 100A(4) - Local Government Act 1972**

AGENDA ITEM 23:

PART II MINUTES -9 JUNE 1998

3.25/98 PART II MINUTES: 16 MARCH 1998

The Part 2 Minutes of the Authority held on 3 February 1998 were taken as read and signed by the Chairman as a correct record.

3.26/98 URGENCY COMMITTEE - 27 APRIL 1998: PART II MINUTES

The Authority received and noted the part II minutes of the meetings of the Urgency Committee held on 27 April and 19 May 1998.

NOTED

**3.27/98 COMMUNITY SAFETY PARTNERSHIP FUNDING
ARRANGEMENTS**

The Authority received a report (Agenda Item 27 - not reproduced) advising it of the funding provided to the Brigade for 1998/99 from the partnership with Yellow Pages.

NOTED

Not for Publication – Exempt Information
Section 100(A)(4), Local Government Act 1972

AGENDA ITEM 24: PART II MINUTES – 18 AUGUST 1998

4.03/98 PART II MINUTES – 20 JULY 1998

The part II minutes of the meeting of the Committee held on 20 July 1998 were taken as read and signed by the Chairman as a correct record.

4.04/98 LOCAL GOVERNMENT PENSIONS SCHEME – STATEMENT OF POLICY

The Committee considered a report (Agenda Item 4 – not reproduced) inviting it to determine the Authority's Statement of Pension Policy as required by the Local Government Pension Scheme Regulations 1997.

The Committee was advised that, with one exception, the options being recommended were in line with the statements adopted by the six Berkshire unitary authorities. In the other case relating to the early payment of a pension when the employee's age and length of membership combined amounted to less than 85, the officers were satisfied that the line being followed by the other authorities was already adequately addressed elsewhere in the scheme.

The Committee noted that staff consultation had yet to be undertaken but was not expected to lead to any significant issues being raised. However, it was informed that if any major issues were raised, the matter would be referred back to the Committee for further consideration.

RESOLVED: That the Statement of Pension Policy and options highlighted within it, annexed to the report, be adopted as the Authority's policy in accordance with the Local Government Pension Scheme Regulations 1997.

4.05/98 FIREMEN'S PENSION SCHEME – REINSTATEMENT OF PENSION

The Committee considered a report (Agenda Item 5 – not reproduced) inviting it to determine a request for the reinstatement of a widow's pension following her divorce from a subsequent husband, with a view also to establishing a policy for any similar requests in the future.

RESOLVED:

- 1 That, as a result of her divorce, the widow's pension paid to Mrs SB from her former marriage be reinstated in full with effect from 9 June 1998; and,
- 2 That the powers delegated to the Treasurer be extended to enable him:

“To determine requests for reinstatement of a widow’s pension from her former marriage upon divorce from any subsequent marriage, having regard to the principles applied in previous decisions on such applications by the Authority.”

**AGENDA ITEM 25: PERSONNEL COMMITTEE PART II MINUTES - 9
JULY 1998**

2.06/98 PART II MINUTES - 24 MARCH 1998

The part II minutes of the last meeting of the Committee held on 24 March 1998 were taken as read and signed by the Chairman as a correct record.

2.07/98 OFFICERS' CAR USER POLICIES

The Committee considered a report (Agenda Item 8 - not reproduced) inviting it to approve, on behalf of the Authority, a car provision policy for officers.

The Committee was advised that, if adopted, the proposals set out in the report could generate savings of around £15,000 and were not considered to be contentious.

RESOLVED: That the Officer Car Provision Policy set out in the Annex to the report be approved.

**2.08/98 FAILURE TO AGREE - REIMBURSEMENT OF TRAVELLING
EXPENSES PAID TO OFFICERS CONDITIONED TO LEASE CAR
SCHEME ATTENDING RESIDENTIAL TRAINING COURSES**

The Committee considered a report (Agenda Item 7 - not reproduced) setting out the background to a dispute between the FBU's officers and management regarding the reimbursement of travelling expenses paid to officers attending residential training courses.

The management case was presented by Messrs Clement-Green and Harper. The Officers' case was presented by Messrs Oxborough and D'Silva, with Messrs Clarke and Dymond in attendance.

The management indicated that the reason behind the change to the rate of payment which had precipitated the dispute, had been a recognition that the Brigade had been wrong to reimburse staff at the NJC rate if they were lease car users. As a consequence, it had been paying 32.4p per mile instead of the correct rate of 9.8p.

It was the Fire Brigades' Union contention that management had reneged on national conditions of service without any consultation.

The Committee asked both sides a number of questions arising from their statements.

The two parties then withdraw from the meeting whilst the Committee discussed the evidence and were readmitted to be advised that the action of the management was considered to be appropriate, and that, henceforth, mileage incurred by officers travelling to training courses was to be regarded as business mileage.

RESOLVED:

- 1 That the Brigade Management be supported in its assertion that the procedure adopted in 1994 for the reimbursement of travelling expenses was incorrect and therefore the action taken to rectify that error was appropriate;
- 2 That, henceforth, mileage undertaken by officers to residential training courses be regarded as business mileage; and,
- 3 That any claims submitted for journeys undertaken up to 27 November 1997 be settled at the higher rate agreed under the previous policy of the Brigade, and thereafter reimbursed at the business rate for lease car users.

**Not for Publication – Exempt Information
Section 100(A)(4), Local Government Act 1972**

AGENDA ITEM 25: PART II MINUTES - 18 AUGUST 1998

3.03/98 PART II MINUTES – 9 JULY 1998

The part II minutes of the meeting of the Committee held on 9 July 1998 were taken as read and signed by the Chairman as a correct record.

3.04/98 RETAINED FIREFIGHTER – SEVERANCE ARRANGEMENTS

The Committee received a report (Agenda Item 4 – not reproduced) advising it that the Clerk, acting under delegated powers, had reached agreement with a retained firefighter over the terms on which he was to leave the service. Following the decision of an Appeal Panel to uphold an appeal against dismissal by the employee, all parties had agreed that the circumstances were such that it would not be practical for him to return to his former post. In view of this, a mutually acceptable financial settlement had been reached.

In response to a question, the Committee was advised that the cost of the settlement would be met from savings within the Brigade's salary budget.

3.05/98 FIREFIGHTER - PAID LEAVE OF ABSENCE

The Committee considered a report (Agenda Item 6 – not reproduced) seeking its approval to the grant of paid leave of absence to Firefighter Rafer Joseph to enable him to acclimatise for and participate in the 1998 Commonwealth Games as a member of the England Athletics squad.

In considering the report, the Committee's attention was drawn to the fact that its decision would have to be a recommendation to the Fire Authority as its terms of reference did not extend to determining such matters. In view of this and other matters which were of a personnel nature but not within the Committee's remit, the Clerk was intending to make recommendations to the Authority's next meeting on changes to the terms of reference.

RECOMMENDED: That paid leave of absence be paid to Firefighter Rafer Joseph to enable him to acclimatise for and participate in the 1998 Commonwealth Games as a member of the England athletics squad.

3.06/98 PAY AND REWARD STRATEGY

The Committee considered a report (Agenda Item 5 – not reproduced) inviting it to determine a pay and reward strategy for the Authority.

The Committee was advised of the background to the proposals and the way, in which it was envisaged that the scheme would work. It was stressed that a key factor in determining at what point an individual should be paid would be affordability as well as performance. In addition, it was stressed that the scheme would enable the Authority to respond to particular market pressures and, hopefully, avoid the loss of key staff. This could involve reviewing certain scales more frequently than annually, although it was intended that reviews would normally only be undertaken on an annual basis.

With regard to the cost of the scheme, it was acknowledged that there would be additional costs although, in the current year, it was anticipated that these could be retained within the existing budget using savings within the salary budget.

It was also recognised that implementing the scheme could be problematic, but hoped that problems could be minimised. With this in mind, a further report on performance management was to be presented to the Committee's next meeting.

RESOLVED:

- 1 That the future pay and reward strategy for senior staff and non-uniformed employees of the Authority be as detailed in the report;
- 2 That the salary ranges for the Chief Fire Officer, Directors and specific employee groups be as set out in Appendix 2;
- 3 That Hay Management Consultants be appointed to deliver training in and external validation of the job evaluation methodology; and,
- 4 That a further report on performance management be presented to the next meeting of the Committee.

Not for Publication - Exempt Information
Section 100A(4) Local Government Act 1972

AGENDA ITEM 26 : APPEAL AGAINST DISMISSAL

To: Royal Berkshire Fire Authority
Date: 16 September 1998
Officer Contributing: Clerk & Monitoring Officer

A PURPOSE OF REPORT

To advise the outcome of the Appeal by Firefighter Hannah.

B PROPOSED ACTION

The Authority is invited to NOTE the report.

C FINANCIAL IMPLICATIONS

Until the Appeal decision Firefighter Hannah was on full pay.

D SUPPORTING INFORMATION

- 1 The Panel met of August 21 to hear the Appeal. Firefighter Hannah, although ostensibly a fit and strong young man, sustained a back injury on his first training course in May 1997 and had to withdraw.
- 2 He was not in a position to attend the course but was sent to the January 1998 course, which he again failed to complete. He was then dismissed. The Panel upheld that decision.

E BACKGROUND PAPERS

Appeal documents.

Contact Officer: Clive Williams, Clerk & Monitoring Officer (0118) 932 2284

