



**Agenda
for the Annual Meeting
of the
Royal Berkshire Fire Authority**

Monday, 24th June, 2024

At

7.00 pm

RBFRS Headquarters
Lynda Kenyon Suite
Newsham Court
Pincents Kiln
Calcot
Reading
Berkshire
RG31 7SD

For further information regarding this meeting, please contact:

Committee Team

0118 938 4611

E-Mail at committeeteam@rbfrs.co.uk

Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD



MEETING: Royal Berkshire Fire Authority Annual Meeting

DATE AND TIME: Monday, 24th June, 2024 at 7.00 pm

VENUE: Lynda Kenyon Suite
RBFRS Headquarters
Newsham Court
Pincents Kiln
Calcot
Reading, Berkshire RG31 7SD

S U M M O N S

You are hereby summoned to attend the meeting of the Royal Berkshire Fire Authority at the time, date and venue indicated above, when it is proposed to deal with the business set out in the enclosed Agenda.

A handwritten signature in black ink, appearing to read 'Graham Britten'.

GRAHAM BRITTEN
Monitoring Officer

To: Members of the Royal Berkshire Fire Authority:

Councillor Greg Bello	Councillor Dave McElroy
Councillor Dennis Benneyworth	Councillor Owen Jeffery
Councillor Tina McKenzie-Boyle	Councillor Neel Rana
Councillor Jeff Brooks	Councillor Joshua Reynolds
Councillor Tricia Brown	Councillor Wayne Smith
Councillor Billy Drummond	Councillor Helen Taylor
Councillor Rachelle Shepherd-DuBey	Councillor Lou Timlin
Councillor Peter Frewer	Councillor Simon Werner
Councillor Paul Gittings	Councillor Zafar Satti
Councillor Wendy Griffith	

Copy to: Senior Leadership Team (SLT), Royal Berkshire Fire and Rescue Service

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AGENDA

- 1. Election of Chair for 2024/25 Municipal Year**
- 2. Appointment of Vice-Chair for 2024/25 Municipal Year**
- 3. Apologies for Absence**
- 4. Declarations of Interest**

Purpose:

To receive declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Fire Authority's Local Code of Conduct, and any from Officers.

- 5. Minutes of the meeting held on 22 April 2024 (Pages 5 - 16)**

Recommendation:

That the Minutes of the meeting and any recorded actions held on 22 April 2024 be confirmed as a correct record and signed by the Chair.

- 6. Petitions and Questions from the Public under Standing Orders 19 and 25**

Purpose:

To receive any questions from members of the public, in accordance with Standing Orders 19 and 25.

- 7. Receipt of Announcements**

Purpose:

To receive any announcements from the Chair or the Chief Fire Officer.

8. Issues arising from the Audit and Governance Committee

Recommendation:

That it be noted that no reports have been referred by the Audit and Governance Committee.

9. Questions from Members under Standing Order 30

Purpose:

To receive any questions from Members under Standing Order 30.

10. Notices of Motion under Standing Order 44

Purpose:

To receive any notices of Motion under Standing Order 44.

11. Appointment of Committees, Lead Member, Member Champions, Working Parties and Outside Bodies (Pages 17 - 64)

Purpose:

To approve amended Fire Authority Terms of Reference, agree the nominations received for Royal Berkshire Fire Authority Committees, Special Responsibility Allowance positions, Working Parties and Outside Bodies.

12. Forward Plan (Pages 65 - 68)

Recommendation:

That the Forward Plan be noted.

13. Minutes of the Standing Committees

Recommendation:

To note Minutes of recent meetings were published on RBFRS website <http://www.rbfrs.co.uk/about-us/fire-authority/fire-authority-meetings/>

14. Date of the Next Meeting

Extraordinary Fire Authority meeting on Tuesday 9 July 2024, 6.30 pm at Royal Berkshire Fire Service (RBFRS) Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD.

MINUTES OF THE MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY



Held on Monday, 22nd April, 2024 at 6.30 pm

RBFRS Headquarters, Pincents Kiln, Newsham Court, Calcot,
Reading RG31 7SD

Members:
(*present)

- | | |
|-------------------------------|--------------------------------------|
| * Councillor Wendy Griffith | Councillor Tricia Brown |
| * Councillor Dave McElroy | * Councillor Jeff Brooks |
| * Councillor Owen Jeffery | * Councillor Haqeeq Dar |
| * Councillor Joshua Reynolds | * Councillor Paul Gittings |
| Councillor Ishrat Shah | * Councillor Pauline Helliars-Symons |
| Councillor Robert Stedmond | * Councillor Morag Malvern |
| * Councillor Helen Taylor | * Councillor Tina McKenzie-Boyle |
| * Councillor Billy Drummond | * Councillor Mike Smith |
| * Councillor Peter Frewer | * Councillor Rachelle Shepherd-DuBey |
| Councillor Dennis Benneyworth | * Councillor Simon Werner |

In Attendance: Mark Arkwell (Deputy Fire Officer, DCFO)
Wayne Bowcock (Chief Fire Officer, CFO)
Paul Bremble (Head of Corporate Services, HCS)
Graham Britten (Monitoring Officer, MO)
Paul Brooks (Head of Assets, HoA)
Conor Byrne (Head of Finance and Procurement, HF&P)
Ben Cairns (Area Manager Response and Resilience, AM R&R)
Dave Creases (Area Manager Prevention and Protection, AM P&P)
Becci Jefferies (Head of Human Resources and Learning and Development, HHR&L&D)
Katie Mills (Assistant Chief Fire Officer, ACFO)
Jim Powell (Area Manager, Collaboration and Policy, AMC&P)
Christian Riley (Communications and Engagement Officer)
Fayth Rowe (Democratic Support Lead, DSL)
Michaela Smith (Democratic Support Assistant, DSA)
Lukasz Wrona (Head of Business and Information Systems, HBIS)

Observers: Kathryn Richardson (HMICFRS Liaison Service Lead)

| **Action**

53. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Benneyworth, Shah and Stedmond.

54. DECLARATIONS OF INTEREST

There were no Declarations of Interest received from Members in accordance with the provisions of the Fire Authority's Local Code of Conduct. There were no Declarations of Interest received from Officers.

55. MINUTES OF THE MEETING HELD ON 15 FEBRUARY 2024

RESOLVED that the Minutes of the meeting held on 15 February 2024, be approved as a true record and signed by the Chair.

56. PETITIONS AND QUESTIONS FROM THE PUBLIC UNDER STANDING ORDERS 19 AND 25

There were no petitions and questions from the Public under Standing Orders 19 and 25.

57. RECEIPT OF ANNOUNCEMENTS

Automatic Fire Alarm Consultation

Following the last Fire Authority meeting in February, the Authority launched a public consultation asking people across Berkshire to consider how Royal Berkshire Fire and Rescue Service (RBFRS) respond to Automatic Fire Alarms (AFAs).

The consultation focusses on how the Service responds to AFA in buildings such as shops, offices, leisure centres, colleges, sports grounds, libraries, schools and health centres. A full list of all buildings affected by the consultation is available on the Service's website.

False alarms account for 45% of all the incidents attended and the majority of these were the result of automatic fire alarm systems, of which we know 99% require no action by our Service. This has caused significant disruption to the delivery of essential services and training.

The consultation will be held for 10 weeks and will close on Monday, 13 May 2024. The Chair encouraged Members to share the AFA consultation with their

communities to ensure as many views are captured on the three proposed changes to response.

People strategy published

The People Strategy is now published. The plan covers a three-year period, from 2024-2027 to align to our Corporate Plan and Community Risk Management Plan (CRMP).

The Strategy was originally written and consulted on at the end of 2022. Shortly after this, the whole fire sector came under increased scrutiny publicly. In response to this evolving landscape, the roll out and implementation was paused. Subsequently, the Service spent the whole of 2023 engaging with people across the Service about their experiences of working in the fire and rescue service. The original Strategy has been revised to reflect what was heard and learnt.

The Strategy contains eight objectives that are broad in nature and the intent is to develop delivery plans for each one as part of our annual planning process. This will result in a number of different work streams and work packages making it a key thread of the rbfrs development programme. The Chair asked Members to read the refreshed People Strategy.

Improved Maternity and Adoption Leave Pay

The Chair was delighted to inform Members that the Service has increased its maternity and adoption offering for staff with up to 52 weeks full pay inclusive of annual leave, bank holidays and keeping in touch days.

He stated our people are at the core of what helps deliver our critical services to the people of Royal Berkshire. This is just one of a number of steps we are taking to ensure our staff are being heard and we are doing what we can to better look after them.

This enhancement further embeds our commitment to continue to build an inclusive culture where everyone feels valued and has been consulted.

Charity Car Washes

Over the past month, several fire stations across the county have hosted the first charity car washes of the year to raise money for The Fire Fighters Charity. Firefighters, volunteers and cadets from Caversham Road, Crowthorne, Newbury and Bracknell fire stations have each hosted a car wash in support of the Charity.

In total, our staff and volunteers have already raised an incredible £4,900 for The Fire Fighters Charity.

On behalf of the Authority, the Chair thanked everyone involved, as well as members of the public who came out and donated generously in support of this great cause.

Breathing Apparatus Project

During 23/24 the Thames Valley Collaboration Breathing Apparatus Alignment project went live. The £1.7m collaboration project involved the three fire and rescue services of the Thames Valley.

Running over three years, the Thames Valley Breathing Apparatus Project has delivered one of the most significant combined collaboration investments to date.

As part of this project collaborative procurement has saved £1.1M across the total contract. The project has involved operational and support staff from across all three services, including procurement, training, fleet, health and safety, policy, and equipment teams, as well as the firefighters themselves.

Further savings have been made as additional Breathing Apparatus support appliances are no longer required to be deployed on 'over the border' fire incidents. This change in procedure was implemented from the Thames Valley Fire Control in January 2024.

This project forms part of an aligned commitment to ensure firefighters across the Thames Valley have the best equipment to enable them to provide the best possible response to our communities.

The project has now successfully delivered more than 4,000 items of new firefighting equipment to firefighters operating out of the 60 fire stations across Berkshire, Buckinghamshire, and Oxfordshire.

The new sets have improved the safety and wellbeing of operational staff through personal issue facemasks, lighter breathing apparatus sets and live telemetry to the entry control point enabling 'real time' monitoring of air consumption, status of the wearer and the 'wear' temperature for each breathing apparatus set whilst in use at an incident.

Wholetime Recruitment

Over the past two months, our latest cohort of Wholetime Firefighter Apprentices have been hard at work completing their initial training course and we're now fast approaching their graduation ceremony, marking the completion of the first phase of their journey into becoming firefighters.

The Chair invited members to join him at Maidenhead Fire Station on Friday, 10 May to celebrate our latest recruits and the progress they have made so far.

Firefighter Career Discovery Sessions

Following a successful pilot in 2023, we have announced another series of Firefighter Career Discovery Sessions to help more people find out more about the role of a firefighter.

Sessions will begin on 30 April 2024 and run until 27 June 2024 and so if you have contacts in the community, particularly those that may be unfamiliar with the work of the fire and rescue service, we would be grateful if you would share this information with them.

Moving forward, these sessions will be held on a rolling basis to enable us to take a more proactive and structured approach. Additionally, this will help us to build a wider network of applicants across the region and establish more relationships with community groups.

Anyone interested in attending is asked to register in advance through our website at rbfrs.co.uk/discovery.

Veterans' Hub Event

The Chair announced that the Service will be hosting the latest event in the series of successful Armed Forces Veterans' Hub Events, on Tuesday, 14 May at Crowthorne Community Fire Station.

Between 10am and 1pm, attendees will be able to speak to a range of organisations. There is no need to book in advance therefore, please spread the word to anyone who may be interested in coming along and taking part.

Fire Cadet Graduation

Members were informed that our current cohort of Fire Cadets will celebrate their graduation on the afternoon of Wednesday, 10 July.

The Chair stated he attended last year's graduation and was impressed by the cadets and the creative, fire safety inspired demonstrations they performed for families and friends gathered at Newbury Fire Station.

Whilst the venue for this year's graduation ceremony has not yet been confirmed, Members should have received a hold in their RBFRS outlook diaries. If you have not yet received an invitation, please contact either Fayth or Michaela.

Fire Authority Members

Sadly, Councillors Helliard-Symons and Malvern will be standing down in May 2024.

Councillor Helliard-Symons joined the Fire Authority in June 2006. During her time on the Fire Authority Pauline has been Vice-Chair of the Management Committee and Fire Authority, Chair of the Member Development Working Group, and Group Leader for the Conservative Group. She has been involved in many other working parties and committees over the past 18 years.

Councillor Malvern joined in June 2022 and was appointed as Vice-Chair of Audit and Governance Committee between June 2022 to May 2023. She has also been our Equality, Diversity, and Inclusion (EDI) Member Champion for the past 18 months.

The Chair passed on his thanks to Pauline and Morag for their contribution and service to the Royal Berkshire Fire and Rescue Service and Fire Authority, and presented them with tokens of appreciation.

On behalf of the Fire Authority, the Chair gave his best wishes to Councillors Wendy Griffith, Dave McElroy, Mike Smith and Rachelle Shepherd-DuBey who were all standing for re-election this year.

58. ISSUES ARISING FROM THE AUDIT AND GOVERNANCE COMMITTEE

There were no issues arising from the Audit and Governance Committee.

59. QUESTIONS FROM MEMBERS UNDER STANDING ORDER 30

There were no questions from Members under Standing Order 30.

60. NOTICES OF MOTION UNDER STANDING ORDER 44

There were no notices of Motion under Standing Order 44.

61. RECOMMENDATIONS OF COMMITTEES

There were no recommendations of Committees received.

62. ANNUAL PLAN 2024/25

Paul Bremble (Head of Corporate Services, HCS) introduced the Annual Plan stating the plan sets out objectives and key deliverables for the Service for 2024/25 within the context of the Corporate Plan and Community Risk Management Plan (CRMP) 2023/27 and Royal Berkshire Fire and Rescue Service (RBFRS) Development Programme.

He explained the plan reflected the Fire Authority's strategic commitments and briefly went through each component of the plan listed in paragraphs 3.5.1 to 3.5.6 of the report.

Changes to the strategic commitments were made at the Members / Officers workshop held earlier in the year to more robust wording, and in discussing His Majesty's Inspectorate of Constabulary (HMICFRS) Paul Bremble reported the Service will be inspected in late 2024.

In referring to Corporate Measures starting on page 41 of the agenda pack, Councillor Mike Smith queried the reason for the term '*monitor*' in (9) of the 2024/25 target column. Katie Mills (Assistant Chief Fire Officer, ACFO) confirmed the target was inherent following an update to the risk-based inspection programme and advised the target would be set at 100% to be completed within set timescales.^[1]

The same question was asked on columns (24) and (25) compliments and complaints targets. Paul Bremble reported this data will be continually

monitored across the year as no target figure had been set against compliments and complaints. He advised additional data could be added into the report in reference to previous years.

The Chair commented it would have been useful in the column to also include the targets set for 2022/23 as it would have provided a baseline and comparison to the 2023/24 and 2024/25 target columns.

In referring to the measure around percentage of working time lost to sickness across all staff groups, Councillor Mike Smith queried whether the figures had improved. Becci Jefferies (Head of Human Resources and Learning and Development, HHR&L&D) explained several factors can skew absence data and that Human Resources (HR) were working to understand trends. She reported the Fitness, Health and Wellbeing Champion annual report which was part of this agenda pack highlight this work and stated that the Service continue to improve the management of sickness absence.

In response to a question from Councillor Tina McKenzie-Boyle, Becci Jefferies replied the data was a benchmark when reporting RIDDOR incidents.

Wayne Bowcock (Chief Fire Officer, CFO) added the Corporate Measures outlined in the Annual Plan were regularly reported to Audit and Governance Committee for scrutiny.

Councillor Helliard-Symons queried whether near misses were recorded. Becci Jefferies confirmed they were. Councillor Wendy Griffith asked, how were the Service planning to increase diversity of the workforce by 100% as there was not a statement on how the Service intend to achieve this. Becci Jefferies confirmed this was being reviewed by the EDI Steering Group and results will be fed-back once agreed.

The Vice-Chair felt the EDI targets outlined in the report were ambiguous, Katie Mills confirmed diversity was very broad and there was a baseline which the Service was monitoring. The Vice-Chair asked a question about the Automatic Fire Alarm (AFA) consultation and the Chair stated that the Service were unable to anticipate the consultation result at this time.

Becci Jefferies confirmed data was being monitored and will be passed to the Audit and Governance Committee later in the year, in response to a question about grievances from Councillor Drummond.

In answer to a question from Councillor McKenzie-Boyle, Paul Bremble stated the number of compliments out-weigh complaints.

In moving the recommendation of the report, the Chair stated the Annual Plan was ambitious but appropriate. Councillor Mike Smith seconded the recommendation.

RESOLVED that the Annual Plan 2024/25 be approved for publication (Appendix A).

^[1] The Risk Based Inspection Programme (RBIP) methodology has been developed by the Data, Risk and Performance team, working with the Protection team to give a prioritised list of premises deemed to pose the greatest life risk using specific factors and weighting. Further factors will be included in the methodology as the data becomes available and in response to changing knowledge of local risk.

63. RBFRS SUSTAINABILITY PROGRAMME: PHASE 1

Paul Brooks (Head of Assets, HoA) reported the Authority was committed to reducing carbon footprint. A baseline study in 2022 confirmed that estates contribute 65% (1,524 tonnes) of Royal Berkshire Fire and Rescue Service (RBFRS) carbon output per year. In 2023 an estate heat decarbonisation plan was produced by net zero specialists Faithful & Gold (now known as Atkins Realis), grant funding of £40,450 was secured and Atkins Realis were commissioned by the National Fire Chiefs Council (NFCC) procurement project.

Eleven Fire Station sites were prioritised for actions based on several factors including energy usage and building age and these sites would form phase one of the programme over the next two years. Within these 11 sites, five have been given the highest priority (Priority 1 sites) based on the Public Sector Decarbonisation Scheme funding (PSDS) technologies, subject to Fire Authority approval.

The Service worked with Atkins Realis during 2023 to develop a credible bid for public sector funding 'Phase 3C' for the five priority sites and secured full grant funding of £927,845 in February this year. Paul Brooks stated the bid process was complex and thanked Sophie Fox, Sustainability Co-ordinator for leading this project. In addition, he highlighted RBFRS were only one of three fire and rescue services (FRSs) to successfully receive this funding in 2023/24.

The report was seeking the Fire Authority to approve the capital expenditure for the delivery of RBFRS Sustainability Programme Phase 1. Salix will fund 52% percent of this project and RBFRS will match at 48%. The completion date is due on 31st March 2026. Paul Brooks advised the Service will be fully engaged with the relationship manager at Salix throughout the delivery of the programme.

Paul Brooks detailed the programme would adopt a whole building approach which included low carbon heating, LED lighting, voltaic systems, fabric improvements and cavity wall installation with carbon savings being more pronounced than financial savings. Expected annual savings include 380,000 kilowatt hours, carbon saving of 132 tonnes, and financial saving of £60K based on Salix calculations.

These improvements would link in with RBFRS Sustainability Strategy, and allow strategic alignment with the NFCC, UK Government, local authorities, and the internal response to climate emergency.

Following a question from Councillor Mike Smith about the Salix calculation method and estimated savings, Paul Brooks replied that the methodology was difficult to understand, and explained the Service cannot 'opt out' of certain technologies, and savings were required to be looked as one, not individually.

Councillor Tina McKenzie-Boyle queried whether any potential risks had been identified if Salix opted-out. Paul Brooks advised the funding calculations was based on Service measures and were agreed with Salix.

Councillor Josh Reynolds asked several questions regarding calculations, savings, and payback periods based on building age. Paul Brookes explained that it was not a linear equation and that a variety of factors affect the calculations and figures. He reiterated that the technologies in the programme was a whole building approach and all the technologies identified in the report had to be completed to satisfy the funding process. In relation to the age of some of the buildings, Paul Brooks added that an Asset Investment Programme will be developed, forming part of the Estate Strategy and the most sustainable buildings would be included as part of the life extension programme.

Councillor Billy Drummond queried the cost difference in heat pumps at identified sites. Paul Brookes reported the cost was based around the total system. Mark Arkwell (Deputy Chief Fire Officer, DCFO) explained the positioning of the pipework in some sites caused fluctuation costs.

The Vice-Chair commended the detail of the report and the questions asked by Members. He referenced Fire Authority approval to extend the Lead Member Strategic Assets role to Strategic Assets and Sustainability Lead Member 18 months ago.

Councillor Rachelle Shepherd-DuBey asked how much carbon reduction the Service had made in White Fleet. Mark Arkwell confirmed that electric vehicles (EV) and hybrids were in use and that wider fleet savings will be looked at under the Sustainability Strategy action plan.

Councillor Dave McElroy in acknowledging the use of water by the Service, queried whether the Service was going to consider its water usage as part of reducing carbon footprint. Paul Brooks confirmed water usage had been looked at a recent sustainability workshop.

The Chair highlighted the Service's prevention activities would help reduce incidents and reduce water usage. He added the planned works on the sites identified would make those buildings a better place to work for staff and stated staff needed to feel they were invested in.

RESOLVED that:

1) A capital expenditure budget of £1.77 million for delivery of the 'RBFRS Sustainability Programme Phase 1' as set out in the SAIF be approved.

2) It be noted the above budget includes two distinct, but accountably connected, elements:

- o Public Sector Decarbonisation Scheme (PSDS) grant funds of £927,845, administered on behalf of the UK Government by Salix be noted; and
- o RBFRS contributory funds of £842,155 be noted.

3) The PSDS element is on a cost recovery basis in arrears, which will lead to additional cash outflows in the short-term before reimbursement has been received be noted.

64. 2024/25 CORPORATE CALENDAR

RESOLVED that the 2024/25 Corporate Calendar be approved for publication.

65. LEAD MEMBER AND CHAMPION ANNUAL REPORTS

The Annual Reports were presented by the Lead Members and Member Champions.

a) Budget and Income Generation Lead – Councillor Mike Smith

Councillor Mike Smith thanked all those involved in creating the budget. He highlighted the following:

- Fire Authority's budget 24/25 was just over £46 million.
- Increases to inflation.
- Precept capped at 2.99% - limited ability to increase Authority's income.
- Uncertainty of Pay Awards.
- 10 additional Firefighters – paid for reduction in overtime.
- New training centre.
- General Reserve at 5%.
- The Authority will not be borrowing in 2024/25.

b) Collaboration Lead Member – Councillor Simon Werner

Councillor Simon Werner outlined the successful breathing apparatus procurement across the Thames Valley. He advised potential savings were currently being evaluated. Thames Valley Together Project, a partnership data sharing project to reduce violence and increase fire safety. The recommendations from the Manchester Arena inquiry would lead to better preparation should similar events arise, and looking forward, a joint procurement process on body worn cameras, shared training facilities and a Thames Valley wide Operational and Technical Communication Strategy to enable the public's ability to use mobile phone technology to send videos of incidents directly to the

control room. Councillor Werner recommended the report and thanked everyone for their hard work.

- c) Community Risk Management Plan (CRMP) Lead – Councillor Paul Gittings reported the Corporate Plan and CRMP 2023-27 was launched last year, which sets out how the Service will respond to risk. In referring to the current Automatic Fire Alarm Consultation (AFA) consultation, he stated the number of AFA's the Service attended was at 45%, and 99% were false alarms. He stated the results of the consultation will be brought to the Fire Authority for consideration and thanked Officers for their support during the past year.
- d) Strategic Assets and Sustainability Lead Member - Councillor Shepherd-DuBey, thanked Paul Brooks (HoA) and his team for their fresh thinking and independent reviews. She stated the contamination work that had been carried out at stations had created a healthier environment for Firefighters, and commended the Equality, Diversity and Inclusion improvements to stations that had been made thus far. She highlighted the new improved training centre building and the careful refurbishment planning meant minimal disruptions to normal working duties.
- e) Equality, Diversity, and Inclusion (EDI) Member Champion - Councillor Malvern, commended the Service published a Gender Pay Gap Report and the Ethnicity Pay Gap Report and stated that it's not a requirement for the latter to be published, and highlighted the Service goes over and above what they are required to legally do. She highlighted the Neuro-Diversity handbook was very positive and offered great hope for the future. She thanked officers for their support during the year.
- f) Community Safety Member Champion - Councillor Griffith, thanked all the teams that assist Councillors when visiting communities to promote fire safety and prevention. She stated although positive steps had been taken, there was much needed work to be done in the community in promoting fire safety. The Chair commented that he was grateful to Councillor Griffith for the good work undertaken by her in relation to promoting fire safety in the community.
- g) Safety, Health, Fitness and Wellbeing Champion - Councillor Owen Jeffery, stated that health, safety, wellbeing and the mental health of staff was a clear priority to the Authority and something that was taken very seriously. In referring to page 118 of the report, he stated he observed the physical tests operational staff were put through. He stated he was impressed with the support and encouragement given to all those involved.
- h) Armed Forces Honorary Member Champion - Councillor Shepherd-DuBey, reported the Armed Forces Covenant was a formal pledge by the Authority to support members of the armed forces community. The Service continue to host an Armed Forces Veterans' Hub for veterans to come together and meet organisations who can provide them with advice or support.

The Chair thanked everyone who had been involved in the preparation of the reports.

RESOLVED that the Lead Member and Member Champion Reports be noted.

66. FORWARD PLAN

RESOLVED that the Forward Plan be noted.

67. MINUTES OF THE STANDING COMMITTEES

RESOLVED that it be noted the Minutes of recent meetings were published on RBFRS website.

68. DATE OF THE NEXT MEETING

Monday 24 June 2024, 6.30pm at RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD.

(The meeting concluded at 8.02pm)

ROYAL BERKSHIRE FIRE AUTHORITY REPORT



COMMITTEE	FIRE AUTHORITY
DATE OF MEETING	24 JUNE 2024
SUBJECT	APPOINTMENT OF COMMITTEES, LEAD MEMBER, MEMBER CHAMPIONS, WORKING PARTIES AND OUTSIDE BODIES
LEAD OFFICER	GRAHAM BRITTEN, MONITORING OFFICER
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	FOR DECISION

1. EXECUTIVE SUMMARY

- 1.1 To approve amended Fire Authority Terms of Reference and appoint Member nominations received for Royal Berkshire Fire Authority Committees (Table 5) in accordance with the Group Leaders' wishes, Constitution and the rules relating to political balance, and to agree nominations for Member Roles outlined in Tables 6 – 10.
- 1.2 Nominations for appointments in Table 6 - 10 will be tabled during the meeting and Members will be requested to vote on each position where more than one nomination is received for a position.

2. RECOMMENDATION

That the Fire Authority:

- 2.1 **APPROVE** the amended Fire Authority Terms of Reference (Appendix A);
- 2.2 **APPROVE** the Equality, Diversity, Inclusion and Cultural Development Lead Member role is effective from **1 July 2024**, in line with the Member Scheme of Allowance approved by the Fire Authority on 8 November 2023.
- 2.3 **APPOINT** nominations received from the Group Leaders onto the Audit and Governance Committee and Management Committee (**Table 5**);
- 2.4 **APPOINT** ungrouped Members (Green and Independent Member) onto the ninth seat of Audit and Governance Committee, and eleventh seat of Management Committee (**Table 5**)

Agenda Item 11

- 2.5 **AGREE** nominations received for Special Responsibility Allowance roles in **Table 6**;
- 2.6 **AGREE** nominations received for the appointments listed in **Tables 7 – 10**; and
- 2.7 **AGREE** amended Role Descriptions for Royal Berkshire Fire Authority Members (attached as Appendix B).

3. **REPORT**

- 3.1 The Fire Authority reviews its constitution / Members handbook on a regular basis and make amendments to reflect business need or legislative changes. The Fire Authority Terms of Reference (Appendix A) and Table 6 reflect the proposed change to two Member roles receiving special responsibility allowances. The proposed changes are:
 - Finance Lead – (change of name) previously Budget and Income Generation Lead))
 - Equality, Diversity, Inclusion (EDI) and Cultural Development Lead)) – (previously EDI Champion)
 - Removal of Health, Safety, Fitness and Wellbeing Champion and Member Development Champion roles.
- 3.2 Appendix B sets out the role description of the Finance Lead and EDI and Cultural Development Lead in detail. All Member roles have been reviewed and streamlined to clearly define responsibilities, which are highlighted in yellow (Appendix B). The removal of Health, Safety, Fitness and Wellbeing Champion and Member Development Champion is due to those areas have become embedded as business as usual. Due to economic, budgetary and cultural challenges UK Fire and Rescue Services (FRSs) has seen in recent years, the Finance Lead and EDI and Cultural Development roles have been expanded in response.
- 3.3 Although the Member Development Champion role has been disbanded it is recommended Group Leaders and ungrouped Members will continue to ensure Member Development courses are attended throughout the year.
- 3.4 On an annual basis, Unitary Authorities confirm their Member appointments onto the Fire Authority. Table 1 shows the number of Fire Authority seats per Unitary Authority.
- 3.5 The Fire Authority has 20 Members and this year are comprised of 7 Liberal Democrats, 6 Labour, 5 Conservative, 1 Green and 1 Independent.
- 3.6 In March 2024, each Berkshire Unitary Authority was asked to nominate the number of Councillors outlined in the table below, based on data received from the number of registered local government electors as of 1 December 2023.

Table 1

Unitary Authority	Seats
Bracknell	3
Reading	3
Slough	3
RBWM	3
West Berks	4
Wokingham	4
Total	20

3.7 **Local Government and Housing Act 1989, Section 15(3)** Duty to allocate seats to political groups: “Where at any time the representation of different political groups on a body to which this section applies falls to be reviewed under this section by any relevant authority or committee of a relevant authority, it shall be the duty of that authority or committee, as soon as practicable after the review, to determine the allocation to the different political groups into which the members of the authority are divided of all the seats which fall to be filled by appointments made from time to time by that authority or committee.”

3.8 **Local Government and Housing Act 1989, Section 16(1)** Duty to give effect to allocations: “Where any relevant authority or any committee of a relevant authority have determined the allocation to different political groups of the seats on a body to which section 15 above applies, it shall be the duty of that authority or committee so to exercise their power to make appointments to that body as to give effect—(a) ...as soon as practicable after the determination... to such wishes about who is to be appointed to the seats on that body which are allocated to a particular political group as are expressed by that group. ”

3.9 **Local Government and Housing Act 1989, Schedule 1, paragraph 3(2)** “Regulations under this paragraph may make provision modifying the provisions of sections 15 and 16 of this Act in relation to any case in which some of the members of a relevant authority fall to be treated as members of one or more political groups and the others do not.”

3.10 **Local Government (Committees and Political Groups) Regulations 1990 (SI 1990/1553), Regulation 16(1)** “In relation to any such case as is described in paragraph 3(2) of Schedule 1 to the 1989 Act, the provisions of sections 15 and 16 of the 1989 Act shall be modified as mentioned in paragraphs (2) and (3).

“(2) Section 15(3) of the 1989 Act shall have effect as if for the words from "to determine" to the end there were substituted the words "to determine the allocation to each of those groups of such of the seats which fall to be filled by appointments made from time to time by that authority or committee as bear to the total of all of those seats the same proportion as is borne by the number of members of that group to the membership of the authority."

“(3) Section 16 of the 1989 Act shall have effect as if, after subsection (2), there were inserted the following subsection-"(2A) Where appointments fall to be made to seats on a body to which section 15 applies otherwise than in accordance with a determination under that section, it shall be the duty of the authority or the committee, as the case may be, so to exercise their power to

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make appointments as to secure that the persons appointed to those seats are not members of any political group."

- 3.11 Set out below are tables which indicate the overall allocation of Fire Authority places per Political Group and the total number of places, each group would be allocated subject to confirmation that all of the political groupings remaining affiliated by political party alone and thereby the Green and Independent Member remains ungrouped.

Table 2

Total number of Royal Berkshire Fire Authority Members

	Number of seats on RBFA	% of seats on RBFA
Liberal Democrats	7	35%
Labour	6	30%
Conservative	5	25%
Green (ungrouped)	1	
Independent (ungrouped)	1	
	20	

Table 3

Total number of places on Management Committee

	Number of seats on RBFA	% of seats on RBFA		Seats Management Committee
Liberal Democrats	7	35%	3.85	4
Labour	6	30%	3.3	3
Conservative	5	25%	2.75	3
Green	1			0/1
Independent	1			1/0
	20			11

- 3.12 **Table 3:** (above) There are 11 seats on the Management Committee. The first cut of figures gives an entitlement of seats to 3 Liberal Democrats, 3 Labour and 2 Conservative (with the ninth and tenth seats going to the Liberal Democrats and Conservatives respectively). The eleventh seat goes to either the Green or Independent Member not appointed to Audit and Governance Committee.
- 3.13 **Table 4:** There are 9 seats on Audit and Governance Committee (A&GC). (below) first cut of the figures gives an entitlement of seats to 3 Liberal Democrats, 2 Labour, and 2 to Conservatives. Entitlement to the eight seat goes to Labour. The ninth seat goes to the Green or Independent Member not appointed to the Management Committee.

Table 4

Total number of places on Audit and Governance Committee

	Number of seats on RBFA	% of seats on RBFA		Number of seats Audit and Governance Committee
Liberal Democrats	7	35%	3.15	3
Labour	6	30%	2.7	3
Conservative	5	25%	2.25	2
Green	1			0/1
Independent	1			1/0
	20			9

3.14 Unitary Authority Council annual meetings were held following local elections in May 2024 and made nominations to the Fire Authority to reflect their respective political balance. This year, due to the results of local elections in Berkshire, the political balance of the Fire Authority has changed. Table 2 reflects the political make up of Royal Berkshire Fire Authority to date. Five new Members have been appointed from Berkshire Unitary Authorities. Councillors Greg Bello, Wayne Smith and Lou Timlin from Wokingham Borough Council and Councillors Neel Rana and Zafar Satti from Slough Borough Council.

3.15 One additional nomination was made by Slough Borough Council, however the political affiliation of the Member subsequently changed. Until Slough Borough Council has reviewed its political proportionality at its Council meeting on 25 July 2024, Royal Berkshire Fire Authority political balance will remain as stated in Table 2, until further notice.

3.16 Table 5 below shows the number of seats available on each committee per political group. Table 6 shows Special Responsibility Allowance (SRA) positions available.

Table 5

Audit and Governance Committee (9 seats)	<ol style="list-style-type: none"> 1. (Lib Dem) 2. (Lib Dem) 3. (Lib Dem) 4. (Lab) 5. (Lab) 6. (Lab) 7. (Con) 8. (Con) 9. (Green or Independent)
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Management Committee (11 seats)	<ol style="list-style-type: none"> 1. (Lib Dem) 2. (Lib Dem) 3. (Lib Dem) 4. (Lib Dem) 5. (Lab) 6. (Lab) 7. (Lab) 8. (Con) 9. (Con) 10. (Con) 11. (Green or Independent)
---------------------------------	---

Table 6 – Special Responsibility Allowance Roles¹

<p>Position</p> <p>Chair of Authority</p> <p>Vice-Chair of Authority</p> <p>Audit and Governance Chair</p> <p>Thames Valley Fire Control Service (TVFCS) Joint Committee Chair</p> <p>Opposition Leader (s)</p> <p>Finance Lead</p> <p>Collaboration Lead</p> <p>Community Risk Management Plan Lead</p> <p>Strategic Assets and Sustainability Lead</p> <p>Equality, Diversity, Inclusion and Cultural Development Lead</p> <p>Community Safety Champion</p>
--

3.17 Thames Valley Fire Control Service (TVFCS) Joint Committee has representation from each Fire Authority and County Council partner: Royal Berkshire Fire Authority (RBFA), Buckinghamshire and Milton Keynes Fire Authority (BMKFA) and Oxfordshire County Council (OCC). Meetings are held on rotation at Fire and Rescue Service Headquarters hosting for the year. This year, TVFCS Joint Committee meetings will be held at Royal Berkshire Fire and Rescue Service (RBFRS) Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD.

¹ Member Scheme of Allowance April 2024 - MA9. A Member may not receive more than one Special Responsibility Allowance (SRA) at any one time. Therefore, a Member holding more than one of the positions of special responsibility must notify the Monitoring Officer to the Authority in writing which Special Responsibility Allowance he/she wishes to be paid.

No more than 10 SRAs are payable '1-SRA only' rule.

- 3.18 Table 7 shows two seats for RBFA Member representation on TVFCS Joint Committee and two substitute Members. The appointment of TVFCS Joint Committee Chair is made on an annual rotational basis between appointed Members of RBFA, BMKFA and OCC. This year, a RBFA Member will be elected as Chair of TVFCS Joint Committee at its annual meeting on 8 July 2024, and therefore are entitled to receive an SRA (subject to the 10 SRA cap rule). The TVFCS Joint Committee Chair, will also Chair the Thames Valley Collaboration Steering Group meetings, which are usually held on the same date as Joint Committee meetings.

Table 7 – Thames Valley Fire Control Joint Committee appointments²

Position
TVFCS Joint Committee (2 seats)
Two substitute Members for TVFCS Joint Committee

- 3.19 The quorum for Working Groups is three. Members may wish to nominate between five to seven cross party Members on to the Working Groups listed in table 8. It is also at the discretion of the Chair, subject to business need to establish additional Working Groups during the year.

Table 8- Working Group appointments

Position
Budget Working Party – minimum three Members
Estates Development and Sustainability Working Group - minimum three Members

- 3.20 The Fire Authority are required to appoint a representative onto its Outside Body, Local Government Association (LGA) Fire Commission meetings. This report is seeking the appointment of one representative and one substitute representative to attend LGA Fire Commission meetings, twice a year in London. LGA representative and substitute LGA representative do not attract a special responsibility allowance.

Table 9 – Local Government Association (LGA) Fire Commission representative³

Position
Local Government Association (LGA) Fire Commission representative (1 seat)
Substitute Local Government Association (LGA) Fire Commission representative (1 seat)

- 3.21 Outlined in Table 10 shows Armed Forces Honorary Member Champion do not attract a SRA. Appendix A provides further detail to the Member roles outlined in this report.

² Appointments to the Thames Valley Fire Control Service Joint Committee are exempt from the political balance rules under section 15 of the Local Government and Housing Act 1989. It is a joint committee constituted by two or more authorities under section 102 of the Local Government Act 1972 but to which the Authority appoints fewer than three members.

³ Meetings are held twice a year in London, (Bevan Hall, Ground Floor, 18 Smith Square, London SW1P 3HZ)

Table 10 – Honorary Champion roles (non-Special Responsibility Allowance)

Position
Honorary Armed Forces Champion

- 3.22 Every four years, an independent review is held on the Scheme of Allowances. The last review was held in September 2023 and on 8 November 2023, the Fire Authority agreed South-East Employers recommendation with effect from 1 April 2024 (minute reference 31). The Fire Authority also approved South-East Employers recommendation of ‘the one Special Responsibility Allowance (SRA) only rule be maintained and specified in the RBFA Members’ Allowances scheme’⁴.
- 3.23 In addition to Appendix A (Fire Authority Terms of Reference), appendices B-E has been attached for ease of reference: Member Role Description, Calendar of meetings in 2024/25 (approved by the Fire Authority on 22 April 2024, minute reference 64), scheduled Member Development training courses and Members Scheme of Allowance.
- 3.24 A Member Induction course (aimed at the six newly appointed Members, in-person at Headquarters) will be held on Monday 24 June 2024 at 5pm and all Members appointed onto Audit and Governance Committee are strongly advised to attend Data and Performance Course via Microsoft TEAMS on Monday 15 July 2024 at 5.30pm. Democratic Support will contact Fire Authority Members to book Members onto courses.
- 3.25 The election and nominations for appointments of the Chair and Vice-Chair of Management Committee and Audit and Governance Committee will be held at their inaugural meetings in July 2024.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 Not applicable.

5. FINANCIAL IMPLICATIONS

- 5.1 This is in accordance with Members Scheme of Allowances.

6. LEGAL IMPLICATIONS

- 6.1 Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990.

The Authority is required by the above Regulations to review the basis of allocation of seats amongst the Political Groups either at its Annual Meeting, or as soon as practicable thereafter, or following a change in its Membership. In

⁴ [RBFA MA Review 2023](#)

making its review, the Authority is required, so far as reasonably practicable, to comply with the following principles:

- (i) Not all seats on each Committee are to be allocated to the same Group.
- (ii) The majority of seats is to be allocated to a particular Group if the number of persons belonging to that Group is a majority on the Authority.
- (iii) Subject to the above paragraphs, the number of seats on the Committees allocated to each Group should bear the same proportion to the total of all the seats on the Committees as that borne by the number of Members of that Group to the Membership of the Authority.
- (iv) Subject to paragraphs (i) to (iii) above, that the number of the seats on the body which are allocated to different political groups bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.

6.2 The modifications to these principles in respect of the presence of ungrouped Members is set out in the body of the report.

6.3 Appointments to the TVFCS Joint Committee are exempt the political balance rules under section 15 of the Local Government and Housing Act 1989 as it is a joint committee appointed by two or more authorities under section 102 of the Local Government Act 1972 but to which the Authority appoints fewer than three members.

6.4 The Authority is required to make appointments to committees and outside bodies in accordance with the wishes of the respective Political Groups.

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 There are no equality and diversity implications.

8. RISK IMPLICATIONS

8.1 There are no risk management implications.

9. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 Not applicable.

10. PRINCIPAL CONSULTATION

10.1 Chief Fire Officer

The Chief Fire Officer was consulted during the preparation of this report.

10.2 Chief Finance Officer

The Chief Finance Officer was consulted during the preparation of this report.

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10.3 **Monitoring Officer**

Report sponsor.

11. **BACKGROUND PAPERS**

11.1 RBFA Member Allowance Review - 2023

12. **APPENDICES**

12.1 Fire Authority Terms of Reference – Appendix A

12.2 Member Role Descriptions - Appendix B

12.3 Calendar of meetings 2024/25 – Appendix C

12.4 Calendar of Member Development courses – Appendix D

12.5 Member Scheme of Allowance – Appendix E

13. **CONTACT DETAILS**

13.1 Fayth Rowe (Democratic Support Lead) 07500 991975

FIRE AUTHORITY

Terms of Reference

June 2024



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Appendix A

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Agenda publication and frequency of Committee meetings can be found in Standing Orders: SO1 and SO112.

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To be approved by the Fire Authority on 24 June 2024.

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FIRE AUTHORITY TERMS OF REFERENCE

Membership

- CO1. The Authority shall have 20 Members and the quorum of a meeting of the Authority shall be 7¹ members.
- CO2. The appointment of the Chair and Vice-Chair shall be the first item of business at the initial meeting of the Municipal Year.

Functions of the Fire Authority

- CO3. The Authority shall exercise the following functions and responsibilities:
- a) To approve the Authority's Standing Orders; Scheme of Delegation to Officers; Contract Procedure Rules; Financial Regulations; and Terms of Reference for its Standing Committees including deciding upon their political composition and making appointments to them;
 - b) To appoint on an annual basis the Authority's Standing Committees, Lead Members, Member Champions (to include Honorary Member Champion) and representatives to outside bodies in the following areas of responsibility:
 - i) Finance Lead Member
 - ii) Collaboration Lead Member
 - iii) Community Risk Management Plan Lead Member
 - iv) Equality, Diversity, Inclusion and Cultural development Lead Member
 - v) Strategic Assets and Sustainability Lead Member
 - vi) Community Safety Champion
 - vii) Armed Forces Honorary Champion
 - viii) Local Government Association Fire Commission Representative

¹ See SI: minimum of a third or such number as the Authority agrees. Therefore see SO13. Agenda publication and frequency of Committee meetings can be found in Standing Orders: SO1 and SO112.

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Appendix A

- ix) Thames Valley Fire Control Service Joint Committee Representative (s)
- c) To approve a balanced revenue budget and adopt a Medium-Term Financial plan for the Authority.
- d) To approve the Authority's Precept.
- e) To approve the Strategic Asset Investment Framework.
- f) To approve the Reserve Strategy.
- g) To approve the Authority's level of borrowing.
- h) To approve the Prudential Indicators in accordance with the Prudential Code.
- i) To approve the Treasury Investment Strategy.
- j) To appoint and revoke the appointment of any member or individual to:
 - i) Any office other than an office in which he or she is employed by the Authority; and
 - ii) Any other outside body, organisation, or a joint committee of two or more authorities.
- k) To approve any proposed remuneration for any post in excess of £100,000 per year.
- l) To approve the appointment or dismissal of the Chief Fire Officer or Chief Executive, Deputy Chief Fire Officer, Chief Finance Officer and Monitoring Officer.
- m) To approve the Authority's Code of Conduct for Members on recommendation from the Audit and Governance Committee.
- n) To approve the name change of the fire and rescue service for the Authority's area from "Royal Berkshire Fire and Rescue Service".
- o) To approve the Annual Pay Policy Statement and Scheme of Members' Allowances.

Agenda publication and frequency of Committee meetings can be found in Standing Orders: SO1 and SO112.

JUNE 2024

To be approved by the Fire Authority on 24 June 2024.

- p) To approve, amend and adopt the Authority's Policy Direction / Strategic Commitments including (but not exclusively) the following areas of policy:
 - i) Corporate Plan and Community Risk Management Plan (CRMP)
 - ii) Annual Plan
- CO4. To approve all other matters which, by law, must be reserved to the Fire Authority.

Committees

Total Number of Committee Places

- CO5. The total number of Standing Committees shall be three - 1) the Audit and Governance Committee of [9] members, 2) the Management Committee of [11] members and 3) the Thames Valley Fire Control Service (TVFCS) Joint Committee of [2] members - whose membership shall be mutually exclusive.

Terms of Reference

- CO6. All other matters not listed in the Terms of Reference are delegated to the committees except where there is a requirement to submit a recommendation to the Fire Authority or another Committee. A committee may delegate matters within its Terms of Reference to a subcommittee and / or an officer as it deems appropriate.
- CO7. These Terms of Reference will be reviewed no later than every four years.

Agenda publication and frequency of Committee meetings can be found in Standing Orders: SO1 and SO112.

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To be approved by the Fire Authority on 24 June 2024.

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Appendix A

ROYAL BERKSHIRE FIRE AUTHORITY

Member Role Description

June 2024



[f](#) RoyalBerksFRS [t](#) @RBFRSOfficial [@](#) RoyalBerkshireFire

[in](#) Royal Berkshire Fire & Rescue Service www.rbfrs.co.uk

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Appendix B

INTRODUCTION

This document should be read alongside the Member and Officer Protocol and **Member Charter** and is linked to the Member Scheme of Allowance and Fire Authority Terms of Reference. It contains the role description for Royal Berkshire Fire Authority Members and specific Member appointed roles. All Member roles listed below are appointments made annually at the Annual Fire Authority meeting held in June, Extraordinary meetings; or, whenever a vacant position becomes available mid-year.

- Member of the Fire Authority
- Chair and Vice-Chair of the Fire Authority
- Chair and Vice-Chair of Fire Authority Committees
- Lead Members
- Member Champions
- Honorary Member Champion
- Local Government Association Fire Commission Representative;
- Thames Valley Fire Control Service Joint Committee Representatives; and
- Thames Valley Collaboration Steering Group Representative

For clarity, where the document refers to Fire Authority this means Royal Berkshire Fire Authority (RBFA).

FIRE AUTHORITY MEMBER - ROLE DESCRIPTION

1 Accountabilities

- To Royal Berkshire Fire Authority and Royal County of Berkshire
- All Councillors will at all times observe the Members' Code of Conduct and Member / Officer Protocol.

2 Role and Functions of all Councillors

- To represent the interests of the population of the whole area of the Fire Authority
- To represent the views and interests of the constituent Unitary Authority and its communities on the Fire Authority
- To liaise with other Elected Members, principal authorities, officers and partner organisations to ensure Strategic Commitments of the Fire Authority are identified, understood and supported
- To be a channel of communication to the community on Fire Authority strategies, policies, services and procedures
- To be an advocate for the Fire Authority

2.1 Making decisions and overseeing Fire Authority performance

- To attend and participate in Fire Authority meetings, and appointed Committees and Working Groups reaching and making informed and balanced decisions, and overseeing performance
- To adhere to the principles of democracy and collective responsibility in decision-making
- To promote and ensure efficiency and effectiveness in the provision of Fire Authority services.

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2.2 Representing the Authority (subject to appointment)

- To represent the Fire Authority on outside bodies as an appointee of the Fire Authority
- To represent and be an advocate for the Fire Authority on local and national bodies and events

2.3 Internal governance, ethical standards and relationships

- To promote and support good governance of the Fire Authority and its affairs
- To provide leadership and promote citizenship as a representative of the Fire Authority

2.4 Personal and role development

- To participate in opportunities for development provided for members by the Fire Authority in line with the Member Development Strategy.

3 Rights and Duties

- Councillors will have such rights of access to documents, information, of the Fire Authority as are necessary for the proper discharge of their functions and in accordance with the Local Government Act 1972 (section 100B)
- Councillors will not make public, information which is confidential or exempt without the consent of the Fire Authority or the subject of the information, or divulge personal information or information given to them in confidence to anyone other than a Councillor or officer entitled to know it without consent.
- For these purposes, “confidential” and “exempt” information are defined in the Local Government (Access to Information) Act 1985
- Councillors will adhere to the Royal Berkshire Fire Authority Member Code of Conduct, Member and Officer Relations Protocol.

4 Allowance

- All 20 Fire Authority Members receive a Basic Allowance in line with Member Scheme of Allowance.

FIRE AUTHORITY CHAIR (AND VICE-CHAIR) ROLE DESCRIPTION

5 Chair - Role and Purpose of Activity

5.1 The Fire Authority Chair as the elected leader and as a symbol of the Authority's democratic powers are required to:

- To uphold the democratic values of the Authority
- To be the elected representative' figurehead for the Authority and be the principal political spokesperson for the Authority
- To be recognised as a media contact in liaison with Royal Berkshire Fire and Rescue Service Communications and Engagement Team
- To provide leadership in building a political consensus around the Authority's policies
- To provide strong, clear leadership in the coordination of policies, strategies and service delivery
- To represent the Authority at civic and ceremonial functions
- To chair meetings of the Authority in line with its Standing Orders
- To brief Group Leaders and other political representatives of the Fire Authority, ensuring they are aware of issues and risks
- To ensure learning and development of all Fire Authority Members via Group Leaders and political representatives

5.2 Managing and leading the work of the Authority

- To ensure the work of the Authority meets national policy objectives
- To advise and mentor other Authority members in their work; to prepare and manage an annual work programme for the Authority to meet its legal and statutory obligations (e.g. budget setting, Community Risk Management planning etc.)

5.3 Participating in the collective decision making of the Authority

- To work closely with other Authority members to ensure the development of effective Authority policies and the budgetary framework for the Authority, and the delivery of high-quality services to the local community
- To accept collective responsibility and support decisions made by the Authority once they have been made

5.4 Working with officers to lead the organisation

- To liaise with the Chief Fire Officer / Chief Executive, and other appropriate officers, on a regular basis
- To work with employees of the Authority in relation to the strategic commitments and direction of the Authority

Vice-Chair

5.5 To fulfil the duties of the Chair in his/her absence

- To assist the Chair in specific duties as and when required
- Therefore, to understand and carry out the Chair's job purpose as set out above.

5.6 Allowance

- 7.1 The Chair and Vice-Chair of Royal Berkshire Fire Authority are entitled to receive a Special Responsibility Allowance in line with Member Scheme of Allowance.

CHAIR AND VICE CHAIR OF A COMMITTEE

6. Committee Chair

6.1 Provide leadership and direction

The Committee Chair are required to:

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To demonstrate integrity and impartiality in decision making in accordance with legal, constitutional and policy requirements
- To delegate actions to sub committees and Working Parties as appropriate

6.2 Promoting the role of the Committee

- To act as an ambassador for the Committee, facilitating understanding of the role
- To act within the constitutional requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice in the conduct of meetings
- To promote and support good governance by the Authority

6.3 Effective meeting management

- To set agendas containing clear objectives and outcomes for the meeting
- To ensure that the necessary preparation is done beforehand
- To ensure that all participants have an opportunity to make an appropriate contribution
- To report on progress against the work programme to the Authority.

6.4 Committee Vice-Chair

- To fulfil the duties of the Chair in his or her absence
- To assist the Chair in specific duties as required.

6.5 Allowance

- 6.5.1 The Chair of Committees are entitled to receive a Special Responsibility Allowance in line with Member Scheme of Allowance.

LEAD MEMBER ROLE DESCRIPTION

7 Lead Member Appointments

7.1 The structure of the Fire Authority allocates the following Lead Member roles:

- Collaboration
- Community Risk Management Plan
- Equality, Diversity, Inclusion and Cultural Development
- Finance; and
- Strategic Assets and Sustainability;

7.2 Role and Responsibilities

7.2.1 Collaboration Lead

- The Collaboration Lead is one of two appointed representatives onto Thames Valley Fire Control Joint Committee meetings and is the sole Member attendee from RBFA that attend Thames Valley Collaboration Steering Group meetings.
- Attend briefings with Deputy Chief Fire Officer and Area Manager Collaboration and Policy.
- Chair Thames Valley Fire Control Joint Committee and Thames Valley Collaboration Steering Group on a rotational cycle with Thames Valley blue light partners. See Paragraph 11 and 12 for a detailed role description of Thames Valley Fire Control Joint Committee representatives, and function of Thames Valley Collaboration Steering Group.

7.2.2 Community Risk Management Plan Lead

- Attend briefings with Head of Corporate Services.
- Promote Fire Authority consultations to local community alongside Communication and Engagement Team
- Serve as a liaison between the community and Service to increase community awareness.

7.2.3 **Equality, Diversity, Inclusion and Cultural Development Lead**

- To attend quarterly RBFRS EDI Network meetings, these are internal meetings held with employees from across the Service to support and promote RBFRS EDI objectives
- To foster positive cultural relations and encourage shared learning at all levels within the Service/ Authority.
- To review the EDI action plan and objectives in Quarterly Performance Reports provided to Audit and Governance Committee.
- To represent the Authority in external EDI initiatives and partnerships.
- To stay informed in emerging trends and best practice in diversity, equity and inclusion and hold officers to account on cultural improvements.
- Promote cultural awareness and sensitivity.

7.2.4 **Finance Lead**

- Attend briefings with the Head of Finance and Procurement.
- Chair Budget Working Party meetings
- Attend external committee meetings / Board as a key stakeholder (organised by Berkshire Unitary Authorities)
- In liaison with Head of Finance and Procurement provide budget and other financial updates to Committees and Fire Authority

7.2.5 **Strategic Assets and Sustainability Lead**

- Attend briefings with Head of Finance and Procurement, Head of Business and Information Systems and Head of Assets.
- Chair Estates Development and Sustainability Working Group meetings

7.2.6 In addition Lead Members are required to:

- To understand appointed area of business within the Fire Authority.
- To be involved in the content of the annual report to be presented to the last Fire Authority meeting of the Municipal Year.
- To provide assurance to the Management Committee and / or Fire Authority that recommendations and decisions arising from the business area are

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sound and evidence based, have followed appropriate processes, and are aligned to strategic commitments / policy direction.

- To attend conferences/seminars relevant to area of business.
- To be a recognised media contact directed via Communication and Engagement Team.

7.3 Allowance

7.3.1 Lead Member appointments are entitled to receive a Special Responsibility Allowance in line with Member Scheme of Allowance.

ROLE OF MEMBER CHAMPION

8 Member Champion

8.1 The structure of the Fire Authority allocates the following Member Champion role:

- Community Safety Champion

8.2 Roles and Responsibilities

8.2.1 The Member Champion role is to:

- To arrange regular briefings with Area Manager Prevention and Protection for an update on area of business:
- To develop the content of annual report on area of business
- To encourage and support positive relationships between Fire Authority, the Service and community.
- To raise awareness of the Service's prevention and protection activities to business and community of Berkshire via the following initiatives:
 - Fire Safety advice provided on rbfrs website to community (www.rbfrs.co.uk/your-safety/safety-at-home/)
 - Safe and Well visits to eligible residents
 - Free online Fire Protection sessions aimed at landlords, businesses and carers (Fire Safety in the Workplace and Adults at Risk Programme)

8.3 Allowance

8.3.1 Member Champions are entitled to receive a Special Responsibility Allowance in line with Member Scheme of Allowance.

ROLE OF HONORARY MEMBER CHAMPION

9 Armed Forces Honorary Member Champion

9.1 Roles and Responsibilities

- To act as an advocate for Armed Forces.
- To attend Armed Forces Board, Veterans Hub meetings and events.
- To represent the Fire Authority at such meetings.

9.3 Allowance

- 9.3.1 Honorary Member Champions do not attract a Special Responsibility Allowance (SRA).

ROLE OF LOCAL GOVERNMENT ASSOCIATION (LGA) FIRE COMMISSION REPRESENTATIVE

10 Local Government Association (LGA) Fire Commission Representative

10.1 Roles and Responsibilities

- To attend and actively engage and participate at LGA Fire Commission meetings, representing and advocating for the Fire Authority.
- To report LGA's priorities and policy lines in relation to fire to the Fire Authority.
- To attend conferences and other events initiated by the LGA in relation to fire.
- To read and understand all LGA Committee papers in advance of any meetings, and to keep abreast of all developments locally and nationally in relation to the policy areas covered by the LGA.

10.2 Allowance

10.2.1 The Local Government Association Fire Commission representatives do not attract a Special Responsibility Allowance.

THAMES VALLEY FIRE CONTROL SERVICE (TVFCS) JOINT COMMITTEE REPRESENTATIVE(S)

11 Thames Valley Fire Control Service (TVFCS) Joint Committee Representatives

11.1 Roles and Responsibilities

- Two seats / representation are required on Thames Valley Fire Control Service (TVFCS) Joint Committee.
- Two TVFCS Joint Committee meetings are held within the Municipal Year and an annual Member and Officers Workshop.
- Two substitute members are appointed on an annual basis and are required to attend meetings in the absence of primary Member (as and when required).
- On a rotational annual basis between Royal Berkshire Fire Authority (RBFA), Buckinghamshire and Milton Keynes Fire Authority (BMKFA) and Oxfordshire County Council (OCC), Chair TVFCS Joint Committee meetings (please refer for item 6, Committee Chair roles and responsibilities and Joint Committee terms of Reference)
 - When appointed as Chair of TVFCS Joint Committee - To liaise on the content of annual reports on work undertaken and progress of TVFCS for consideration by the Fire Authority.
- To uphold and adhere to the principles set out in the TVFCS Inter-Authority Agreement
- To attend and actively engage at TVFCS Joint Committee meetings providing strategic direction for TVFCS
- To attend conferences and workshops organised by TVFCS and Thames Valley Fire and Rescue Authorities (RBFA, BMKFA and OCC)).
- To monitor the performance of TVFCS
- To recommend the annual Budget and any other relevant report to the Fire Authority for approval.

11.2 Allowance

- 11.2.1 Thames Valley Fire Control Service appointments do not attract a Special Responsibility Allowances except for when Royal Berkshire Fire Authority chairs the Joint Committee, which is reflected in the Scheme of Allowances.

THAMES VALLEY COLLABORATION STEERING GROUP

12 Thames Valley Steering Group Representative

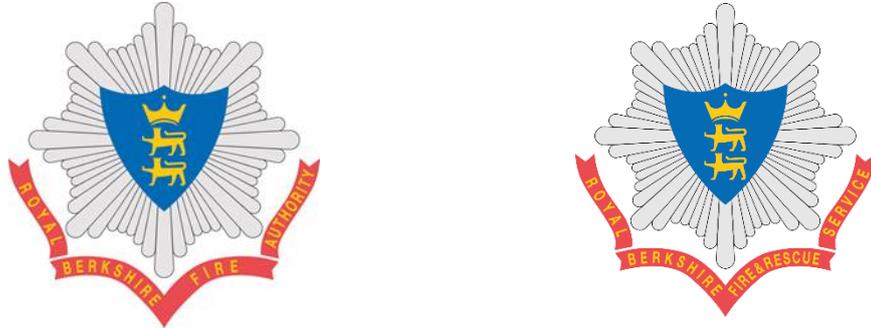
12.1 Roles and Responsibilities

- The Collaboration Lead Member (See Item 7.2.4) sits on Thames Valley Collaboration Steering Group. One seat / representation from Royal Berkshire Fire Authority (RBFA) is required on Thames Valley Collaboration Steering Group.
- On a rotational annual basis between five Blue light partners, (Royal Berkshire Fire Authority, Buckinghamshire and Milton Keynes Fire Authority, Oxfordshire County Council/Fire and Rescue Service, Police and Crime Commissioner and South Central Ambulance Service NHS Foundation Trust) Chair Steering Group meetings.
- To uphold and adhere to the principles set out in the Thames Valley Collaboration Steering Group Terms of Reference.
- To attend and actively engage at meetings providing strategic overview of project status and future plans.
- To provide overall guidance, challenge and direction on the successful implementation of projects.
- To attend conferences and workshops organised by Thames Valley Blue Light partners.
- To publish annual reports on work undertaken of the progress of Thames Valley Collaboration.

12.2 Allowance

- 12.2.1 Thames Valley Steering Group representation do not attract a Special Responsibility Allowance.

Appendix 1

Royal Berkshire Fire Authority Charter of Support

The Royal Berkshire Fire Authority fully supports the aims of the Service to deliver all elements of the Services' Vision. We will stand with the Service in creating a safe environment for staff to thrive, providing the best public service possible for the communities of Royal Berkshire.

To support this:

- **We put the interests of our communities first.**
- **We work together to achieve our vision and objectives.**
- **We act with integrity, being open, honest, and consistent in everything that we do.**
- **We are all committed to creating a safe, dignified and trustworthy Service.**
- **We treat everyone with dignity and respect, making decisions objectively based on evidence, without discrimination or bias.**
- **We are positive visible role models, continuously demonstrating flexible and resilient leadership.**
- **We are all accountable for our own actions and behaviours, and will challenge behaviour that falls short of the highest standards.**
- **We will prioritise the wellbeing and expertise of staff, since without them we can do none of the above.**

Agenda Item 11

Appendix B

Royal Berkshire Fire Authority Committee Meetings & Workshops - 2024/25

	Start time	Venue	2024								2025				
			May	June	July	August	September	October	November	December	January	February	March	April	May
Fire Authority	6.30 pm	HQ		24	9		12 - Workshop		13		21 - Workshop	19		17	
Management Committee	6.30 pm	HQ			22			8		4		10		7	
Audit and Governance Committee	6.30 pm	HQ			16			21			30		24		
Thames Valley Fire Control Service Joint Committee	2.00 pm	RBFRS HQ			8		18 - Workshop (TEAMS)			12			17		

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Title	Who	Date Booked	Time
Control Room Visits	Simon Harris	10/12/24	2pm
Data & Performance	Becca Chapman	15/07/24	5.30pm
EDI	Claudia	06/11/24	2pm
Safety At Home	Edward Jennings	15/10/24	11am
Station Visit - Central - Caversham Road	Phillip Clark	30/07/24	2pm
Station Visit - East - Langley	Martin O'Keefe	10/09/24	2pm
Station Visit - West - Newbury	Christopher Hastings	26/11/24	2pm
Understanding the FA	Fayth Rowe / Michaela Smith	11/10/24	11am
Understanding the FA Finances	Conor	04/09/24	2pm
Wellbeing	Helen	11/12/24	2pm

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SCHEME OF ALLOWANCES

April 2024



MEMBERS ALLOWANCES SCHEME

INTRODUCTION

The Royal Berkshire Fire Authority, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:

NAME AND DURATION

- MA1. This scheme may be cited as the Royal Berkshire Fire Authority Members' Allowances Scheme.
- MA2. **This scheme shall have effect for the financial year 2024/25.** The Scheme may be amended at any time by resolution of the Authority.

BASIC ALLOWANCE

- MA3. A **Basic Allowance** at a rate of £2,842 per annum shall be paid to each Member in monthly instalments.
- MA4. For the avoidance of doubt, 'Member' in this context means a person appointed to the Authority under the provisions of the Royal Berkshire Fire Service Combination Scheme.
- MA5. The Basic Allowance is intended to recognise the time commitment of Members including calls on their time at meetings with officers and constituents. It is also intended to cover incidental costs such as the use of Members' homes.
- MA6. Where a Member's term of office does not extend throughout a complete year, the amount payable shall be pro rata to the number of days during which his/her term of office subsists.

SPECIAL RESPONSIBILITY ALLOWANCE

MA7. A **Special Responsibility Allowance** shall be paid in monthly instalments to those Members who hold the special responsibilities in relation to the Fire Authority, in recognition of the additional duties and time commitment such positions entail. These Special Responsibility Allowances are specified in Schedule 1.

Schedule 1

Position	Special Responsibility Allowance ¹
Chair of Authority	£14,211
Vice-Chair of Authority	£7,105
Chair of Committees	£4,263
Lead Members	£4,263
Opposition Group Leaders	£2,842
Member Champions	£1,421
RBFA Chair of Thames Valley Joint Committee (if applicable)	£2,842
Independent Person Allowance	£156 per meeting

MA8. Where a Member holds one of the above positions for part of a year, the amount payable shall be pro rata to the number of days he/she holds that position.

MA9. A Member may not receive more than one Special Responsibility Allowance at any one time. Therefore, a Member holding more than one of the positions of special responsibility must notify the Monitoring Officer to the Authority in writing which Special Responsibility Allowance he/she wishes to be paid.

INDEPENDENT PERSONS' ALLOWANCE

MA10. The Independent Person (s) shall be entitled to receive a payment of **£156** per meeting.

MA11. Independent Persons are entitled to receive only the allowances under this scheme for the duties they undertake on behalf of the Fire Authority.

¹ Indexed to local government percentage allowance increase agreed by NJC on 1 November 2023.

SCHEDULE 2 – APPROVED DUTIES

MA12. Members and the Independent Persons shall be entitled to claim travelling and subsistence allowances for the following duties:

- (1) Meetings of the Authority, committees and task and finish groups formally convened by the Monitoring Officer, including (a) seminars, etc. to which all Members have been invited and (b) cases where a Member is invited and officially notified to attend a meeting of a committee of which they are not a Member;
- (2) formal briefings by the Chief Fire Officer/ Chief Executive or other officers, provided Members of at least two political groups have been invited to attend;
- (3) on-site inspections or visits authorised in advance by the Authority or a committee;
- (4) official and courtesy visits undertaken by the Chair of the Authority or, in the case of a particular visit, such other Member may ask to represent him/her.
- (5) attendance as an officially appointed representative of the Authority on any other body, including a committee, sub-committee or working party of that body, or a further body to which that body has appointed the representative provided there is a connection with the functions of the Authority;
- (6) attendance at outside conferences, courses, seminars and like meetings, subject to prior approval by the Authority or a committee, or by the Monitoring Officer or Chief Fire Officer/Chief Executive after consultation with the Chair or Vice Chair;
- (7) attendance at medal presentation ceremonies and other events of a public relations nature to which Members of the Authority have been formally invited;
- (8) subject to the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003, such other duties for the purpose of or in connection with the discharge of the functions of the Authority as the Authority may from time to time determine;
- (9) attendance at meetings with officers of the Service where a Member has been formally invited in his/her capacity as reference holder;
- (10) visits to Fire and Rescue Service premises undertaken as part of a planned programme;

MA13. The amounts of allowances paid by the Authority are set out in paragraphs MA3 and MA7.

INDEXATION OF ALLOWANCES

- MA14. The Basic, Special Responsibility and Independent Person (s) Allowances shall be adjusted annually in line with percentage allowance increase-agreed by the NJC for Local Government Services. Adjustment of the allowance shall take effect from the beginning of the financial year for the year the index is applied to staff.
- MA15. The rates of travel allowances shall be the same as those approved by the HMRC (HM Revenue and Customs) and shall be adjusted and take effect in line with alterations made from time to time by the HMRC.
- MA16. The rates of subsistence allowances shall be the same as those agreed for officers of Royal Berkshire Fire and Rescue Service.
- MA17. The Chief Finance Officer shall have delegated power to approve the adjustment in accordance with paragraphs MA15 and MA16 above.

RENUNCIATION OF ALLOWANCES REPAYMENT

- MA18. A Member may, by notice in writing given to the Monitoring Officer, elect to forego, assign or transfer all or part of their entitlement to an allowance under this scheme.

CLAIMS

- MA19. Basic, special responsibility and Independent Person (s) allowances do not need to be claimed.
- MA20. Claims for travelling and subsistence must be made on the approved form. Expenses claims should be made monthly. Claims submitted after three months from the date of expenditure occurred will not be accepted, except in exceptional circumstance and approved in writing by the Chief Finance Officer.
- MA21. Where re-imbursment of travelling and subsistence is being claimed, receipts should be attached to the claim form.
- MA22. All expenses can be claimed on one form (except Basic and Special Responsibility Allowances which are paid automatically).
- MA23. Time and place of departure may be from work, it does not have to be a home to home journey but claims must show clearly where you are travelling from and to. Completed forms should be sent to Democratic Support who will forward them to the Payments Section following approval.

Agenda Item 11

Appendix E

MA24. Allowances are paid at the end of each month. The usual payment date is the last working day of the month. To ensure payment is received by the end of the month, claims should be submitted **by the 7th of each month**.

SCHEDULE 3 - TRAVELLING AND SUBSISTENCE ALLOWANCES

MA25. Councillors are entitled to receive payments for travelling and subsistence for the purpose of performing approved duties.

MA26. The cost to the Authority of the use of public transport for medium and long distance journeys may often be less than the cost of a Member's use of a private car. There is an expectation that before making medium or long distance journeys Members will consider the cost to the Authority as well as the convenience of the mode of transport. Where public transport is available, convenient, and cheaper, a Member may choose to use his or her own private vehicle but the total amount claimed for mileage shall not exceed the ordinary standard public transport fare.

MA27. For travel by a Member in his/her own private car or one provided for his/her use, the rate shall be that [approved HMRC](#) (HM Revenue and Customs).

MA28. Claims for expenses should only be made when actually incurred, i.e. rail/bus, taxis, hotel accommodation. Receipts must be provided.

MA29. The rates of subsistence allowances shall be the same of those agreed for officers of Royal Berkshire Fire and Rescue Service. Copies of the rates agreed for officers of Royal Berkshire Fire and Rescue Service are available from Democratic Support committeeteam@rbfrs.co.uk

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ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Appointment of Chairman and Vice-Chairman	TVFCS Joint Committee	08.07.24	Annual	Agree	MO	N/A	Part I
Quarterly Performance Report/Budget Monitoring	TVFCS Joint Committee	08.07.24	Bi annual	Note	AM C&P and HF&P	N/A	Part I
Chairman's Annual Report	TVFCS Joint Committee	08.07.24	Annual	Note	AM C&P	N/A	Part I
Cost Apportionment Model	TVFCS Joint Committee	08.07.24	Ad-hoc	Agree	AM C&P	N/A	Part I
Annual Report	Extraordinary Fire Authority	09.07.24	Annual	Note	HCS	N/A	Part I
TVFCS Joint Committee Annual Report 2023/24	Extraordinary Fire Authority	09.07.24	Annual	Note	AM (C&P)	Collaboration Lead	Part I
AFA Consultation results	Extraordinary Fire Authority	09.07.24	Ad-hoc	Agree	AM C&P	N/A	Part I
Appointment of Chair and Vice-Chair	A&GC	16.07.24	Annual	Agree	MO	N/A	Part I
Pensions Board Annual update	A&GC	16.07.24	Annual	Note	HHR&L&D and Pension Board Chair	N/A	Part I
Internal Audit report	A&GC	16.07.24	Quarterly	Note	HF&P	N/A	Part I
Discipline and Complaints Effectiveness Assessment	A&GC	16.07.24	Ad-hoc	Note	HHR&L&D	N/A	Part I
External Audit Report	A&GC	16.07.24	Annual	Note	HF&P	N/A	Part I
Q4 Performance Report	A&GC	16.07.24	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Appointment of Chair and Vice-Chair	Management Committee	22.07.24	Annual	Agree	MO	N/A	Part I
Annual Outturn	Management Committee	22.07.24	Annual	Note	HF&P	N/A	Part I
LED Lighting Project - Priority 2 sites	Management Committee	22.07.24	Ad-Hoc	Agree	HoA	Strategic Assessts and Sustainability Lead	Part I
Q4 Appliance Availability	Management Committee	22.07.24	quarterly	Note	AM (R&R)	N/A	Part I
BT Contract Update	Management Committee	22.07.24	Ad-hoc	Agree	HBIS	N/A	Part II

ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Culture Development Update	Management Committee	08.10.24	Ad-hoc	Note	CFO	Chair	Part I
Budget Monitoring Q1	Management Committee	08.10.24	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Appliance Availability Q1	Management Committee	08.10.24	quarterly	Note	AM (R&R)	N/A	Part I
Workwear Project	Management Committee	08.10.24	Ad-hoc	Agree	HoA	N/A	Part I
Property Asset Management Strategy	Management Committee	08.10.24	Ad-hoc	Agree	HoA	Strategic Assests and Sustainability Lead	Part I
Fleet and Equipment Strategy	Management Committee	08.10.24	Ad-hoc	Agree	HoA	N/A	Part I
Property Asset Management Strategy	Management Committee	08.10.24	Ad-hoc	Agree	HoA	N/A	Part I
Langley Refurbishment	Management Committee	08.10.24	Ad-hoc	Agree	HoA	N/A	Part I
Sustainability Strategy	Management Committee	08.10.24	Ad-hoc	Agree	HoA	N/A	Part I
Fleet and Equipment SAIF Budget	Management Committee	08.10.24	Ad-hoc	Agree	HoA	N/A	Part I
Minor Capital Works SAIF Budget	Management Committee	08.10.24	Ad-hoc	Agree	HoA	N/A	Part I
External Audit report	A&GC	21.10.24	Quarterly	Note	HF&P	N/A	Part I
Internal Audit report	A&GC	21.10.24	Annual	Note	HF&P	N/A	Part I
Internal assessment of effectiveness within discipline	A&GC	21.10.24	Ad-hoc	Agree	HHR&L&D	N/A	Part I
Statement of Accounts	A&GC	21.10.24	Annual	Agree	HF&P	N/A	Part I
Contract Regulations	A&GC	21.10.24	Ad-hoc	Note and recommend	HF&P	N/A	Part I
Lease changes	A&GC	21.10.24	Ad-hoc	Note	HF&P	N/A	Part I
Statement of Assurance 22/23	A&GC	21.10.24	Annual	Note and Recommend	HCS	RBFA Chairman and A&GC Chairman	Part I

ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Q1 Performance Report	A&GC	21.10.24	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Constitutional update	A&GC	21.10.24	Ad-hoc	Note and recommend	MO	N/A	Part I
Annual Treasury Report and Mid-year report	Fire Authority	13.11.24	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Contract Regulations	Fire Authority	13.11.24	Ad-hoc	Agree	HF&P	N/A	Part I
Annual Report on Governance - to include Member attendance, allowances and expenses	Fire Authority	13.11.24	Annual	Note	HCS	A&GC Chairman	Part I
Constitutional update	Fire Authority	13.11.24	Ad-hoc	Approve	MO	N/A	Part I
Budget Monitoring Q2	Management Committee	04.12.24	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Appliance Availability Q2	Management Committee	04.12.24	quarterly	Note	AM (R&R)	N/A	Part I
Quarterly Performance Report/Budget Monitoring	TVFCS Joint Committee	12.12.24	Bi annual	Note	AM C&P and HF&P	N/A	Part I
Statement of Assurance 23/24	A&GC	30.01.25	Quarterly	Note and Recommend	HCS	RBFA Chairman and A&GC Chairman	Part I
Annual Governance Statement 22/23	A&GC	30.01.25	Annual	Note	HCS	N/A	Part I
Gender, Ethnicity and Equality Pay Gap	A&GC	30.01.25	Annual	Note	HHR&L&D	N/A	Part I
Pay Policy Statement	A&GC	30.01.25	Annual	Note and Recommend	HHR&L&D	N/A	Part I
Internal Audit report	A&GC	30.01.25	Quarterly	Note	HF&P	N/A	Part I
Q2 Performance Report	A&GC	30.01.25	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Scheme of Member Allowances Annual Review	Management Committee	10.02.25	Annual	Note and recommend	MO	N/A	Part I

ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Budget Monitoring Q3	Management Committee	10.02.25	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Appliance Availability Q3	Management Committee	10.02.25	Quarterly	Note	AM (R&R)	N/A	Part I
Scheme of Member Allowances Annual Review	Fire Authority	19.02.25	Annual	Approve	MO	N/A	Part I
Annual Budget 24/25, Medium Term Financial Plan & Strategic Asset Investment Framework and TVFCS Budget	Fire Authority	19.02.25	Annual	Agree	HF&P	Budget and Income Generation/ Collaboration and Strategic Assets Lead	Part I
Annual Plan	Fire Authority	19.02.25	Annual	Agree	HCS	N/A	Part I
Pay Policy Statement	Fire Authority	19.02.25	Annual	Agree	HHR&L&D	N/A	Part I
Quarterly Performance Report/Budget Monitoring	TVFCS Joint Committee	17.03.25	Bi annual	Note	AM C&P and HF&P	N/A	Part I
Internal Audit Report	A&GC	24.03.25	quarterly	Note	HF&P	N/A	Part I
External Audit Report	A&GC	24.03.25	quarterly	Note	HF&P	N/A	Part I
Annual Report on Members Development	A&GC	24.03.25	Annual	Note and Recommend	HCS	Member Development Champion	Part I
Annual report on Governance / Members attendance and allowances / Code of Conduct annual consultation results	A&GC	24.03.25	Annual	Note and Recommend	HCS	A&GC Chairman	Part I
Quarter 3 Performance Report	A&GC	24.03.25	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
	Management Committee	07.04.25	Ad-hoc	Agree	HCS	N/A	Part I
Corporate Calendar 2025/26	Fire Authority	17.04.25	Annual	Agree	HCS	N/A	Part I
Lead Member and Champion Annual Reports	Fire Authority	17.04.25	Annual	Note	Lead Officers	Lead Members	Part I