

ROYAL BERKSHIRE FIRE AUTHORITY



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

Your reference:

My reference: RBFA/DRW
(please quote on all correspondence)
When calling ask for: David R Weller
Direct Line: (0118) 932 2288

Date: 23 June 2004

Dear Member

AGENDA FOR THE 2004 ANNUAL MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY

I have pleasure in attaching your Agenda for the Annual Meeting of the **Royal Berkshire Fire Authority to be held on Wednesday 30 June 2004 at the Frank Hutchings Community Hall, Bradley Moore Square, Harts Hill Road, Thatcham commencing at 6.30pm.** A buffet will be provided.

The Community Hall is situated in Bradley Moore Square which is accessed via the A4/Floral Way and Harts Hill Road, Thatcham. A map showing the venue is reproduced overleaf.

For Members travelling from the east of the County it is advisable to use the M4 Motorway, leave at Junction 12 and join the A4 signposted Newbury. Follow the A4 through Woolhampton and after approximately 3 miles you will approach the first of three roundabouts. Continue on the A4 for the first two roundabouts and at the third turn right into Floral Way. At the next roundabout turn left into Harts Hill Road and then almost immediately right into Bradley Moore Square (The Mill House Restaurant will be on your right) The Community Hall is located at the far end of the Square where adequate parking facilities are available.

As you enter the Community Hall the Committee Room is located on the right hand side of the entrance lobby and Hall 2 a little further along on the right. Hall 1 is situated on the left hand side of the entrance lobby just past the public telephone. Cloakroom facilities are to be found through the door at the end of the entrance lobby.

If any Member will be travelling to Thatcham by train please let me know if you will require transport from Thatcham Station, as it is quite some distance from the venue for the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David R Weller'.

David R Weller
Committee Administrator

To: All Members of the Royal Berkshire Fire Authority

ROYAL BERKSHIRE FIRE AUTHORITY



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Telephone Reading (0118) 945 2888 Facsimile (0118) 959 0510

MEETING: Annual Meeting of the Royal Berkshire Fire Authority

DATE AND TIME: Wednesday 30 June 2004 at 6.30pm

VENUE: Hall 1, Frank Hutchings Community Hall,
Bradley Moore Square, Harts Hill Road,
Thatcham, Berkshire

NOTICE OF MEETING

You are requested to attend the above meeting at the time and date indicated, when it is proposed to deal with the business set out in the attached Agenda. A Buffet will be provided.

Rosemary J Lansdowne
Clerk to the Authority

Note: The Fire Authority will be asked to consider a Committee Structure that may not conform with the Local Government and Housing Act 1999 and the Local Government (Committees and Political Groups) Regulations 1990.

To: MEMBERS OF THE ROYAL BERKSHIRE FIRE AUTHORITY

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

Briefing Meetings:

Conservative Group: 5.30pm – Hall 2
Labour Group: 5.30pm – Screened Off Area in Hall 1
Liberal Democrat Group: 5.30pm – Committee Room

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

**ROYAL BERKSHIRE FIRE AUTHORITY
ANNUAL MEETING
WEDNESDAY 30 JUNE 2004**



AGENDA

PART I AGENDA

PAGE NO.

CONSTITUTIONAL ITEMS

1	Election of Chairman 2004/2005	1
2	Election of Vice-Chairman 2004/2005	1
3	Apologies for Absence	1
4	Declaration of Interests <i>Note: The Declaration of Interest Form and Summary Chart are included as a separate document to the Agenda</i>	1
5	Membership of the Fire Authority	2-3
6	Part I Minutes: Wednesday 17 March 2004	4-11
7	Part I Minutes of Committees, Working Party's and Other Groups	12
8	Chairman's Communications (If any)	-
9	Petitions and Questions under Standing Orders 8 & 9 (If any)	-
10	Questions from Members under Standing Order 10 (If any)	-
11	Notices of Motion under Standing Order 12 (If any)	-
12	Appointment of Fire Authority Members to the Regional Management Board	13-14
13	Appointment of Committees and IRMP Working Party - Interim Report	15
14	Appointment of Fire Authority's Representative – Local Government Association	16
15	Appointment of Fire Authority Representative - Association of Councils for the Thames Valley Region (ACTVAR)	17-18

16	Frequency of Meetings	19-22
17	Process and Timescales for Publication of the Royal Berkshire Fire Authority's Year Two Integrated Risk Management Plan (IRMP)	23-24

PRESENTATIONS

18	Presentation from the Fire Brigades' Union Control Staff on Regional Control Rooms	25
	<i>Note: Members are asked to note that the Presentation is from Representatives of the Fire Brigades' Union on their perception of the issues surrounding the establishment of Regional Control Rooms and any opinions expressed are not those of the Fire Authority</i>	

ITEMS FOR RESOLUTION

19	Review of Fire Cover Arrangements at Station 10, Wokingham - Recommendations of the Wokingham Fire Cover Review Working Party	26-49
20	Annual Review of Health and Safety and Welfare	50-58
21	Training for Fire Authority Members	59-61
22	Proposed Opening of a Bank of Scotland Corporate Deposit Account	62-63
23	Investment Strategy 2004/2005	64-68

ITEMS FOR INFORMATION

24	Annual Treasury Report 2003/2004	69-73
25	Budget Monitoring	74-77
26	Equality and Diversity Strategy Progress Report	78-82
27	Amendments to the Fire Services (Appointment and Promotion) Regulations	83-85
28	Half Yearly Report on Medical Retirements, Workplace Accidents and Sickness Absences	Report to Follow
29	Corporate Plan for 2004/2005	86-87
30	FiReControl Project Update	88-95

31	Date of Next Fire Authority Meeting	-
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To note that the next Fire Authority meeting is scheduled to take place on Wednesday 13 October 2004 in the Council Chamber, Reading Borough Council, Civic Centre, Reading,, Berkshire commencing at 6.30pm.

32	Exclusion of the Public	96
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PART II ITEMS - STRICTLY CONFIDENTIAL

33	Partial Performance Policy	97-100
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34	Part II Minutes of Committees	101
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When calling ask for: David R Weller

Direct Line: (0118) 932 2288

Date: 22 June 2004

Dear Councillor

FIRE AUTHORITY AGENDA – ITEMS MARKED TO FOLLOW AND ADDITIONAL AGENDA ITEM

I refer to the Agenda for the Annual Meeting of the Fire Authority scheduled to take place on Wednesday 30 June 2004 and attach copies of the following documents marked to follow:

Agenda item 4: Declaration of Interests

Declaration of Interest Form and Summary Chart entitled “Declaring Interests – Your Questions Answered” (*Copy attached for Fire Authority Members only*)

Agenda item 28: Half Yearly Report on Medical Retirements, Workplace Accidents and Sickness Absences.

ADDITIONAL AGENDA ITEM

The Chairman has agreed that the following additional Agenda item can be forwarded to Members in advance of the Meeting.

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

At the commencement of the Fire Authority Meeting the Chairman will be seeking Members approval to include this report as part of the Agenda for the meeting on the grounds that an urgent decision is required to enable the work to proceed in accordance with the Brigade’s programmed completion date.

Please include these papers with your Agenda for the meeting.

Yours sincerely

David R Weller
Committee Administrator

To: All Members of the Royal Berkshire Fire Authority

**ROYAL BERKSHIRE FIRE AUTHORITY
WEDNESDAY 30 JUNE 2004**

AGENDA

AGENDA ITEM 1: ELECTION OF CHAIRMAN 2004/2005

To elect a Chairman of the Fire Authority for the ensuing year.

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

AGENDA ITEM 2: ELECTION OF VICE CHAIRMAN 2004/2005

To elect a Vice-Chairman of the Fire Authority for the ensuing year.

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

AGENDA ITEM 3: APOLOGIES

To receive any apologies for absence.

AGENDA ITEM 4: DECLARATIONS OF INTERESTS

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

Members are asked to Note that the Declaration of Interest Form and Summary Chart are not attached to this report but will be included with the Agenda as a separate document together with the report (Agenda item 28) marked to follow.

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

**AGENDA ITEM 5: MEMBERSHIP OF THE ROYAL BERKSHIRE
FIRE AUTHORITY**

To: Royal Berkshire Fire Authority
Date: 30 June 2004
Officers Contributing: Clerk & Monitoring Officer
 Committee Administrator

A PURPOSE OF REPORT

To advise on the District/Borough Council Member appointments to the Fire Authority.

B PROPOSED ACTION

The Authority is invited to NOTE the report.

C FINANCIAL IMPLICATIONS

There are no financial implications.

D CONTRIBUTION TO THE STRATEGIC PLAN

There is no contribution to the Strategic Plan

E SUPPORTING INFORMATION

- 1 Following the Elections in June some of the District/Borough Councils in Berkshire will be re-appointing their Member representatives to the Fire Authority at their Annual Meetings. A summary of the appointments made so far is set out below together with a note of those Councils who have appointed their Members for a specific period.

Bracknell Forest Borough Council (3) – No Change

T Mills (Con), Peter North (Con), Mr M Adams (Lab)

Reading Borough Council (4) – To Be Advised – Annual Meeting 23 June 2004

West Berkshire District Council (5) – No Change - Members appointed until 2007

J C G Brooks, Dr P Bryant, G S Findlay, O E Jeffery, J E R Mole,

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

Royal Borough of Windsor and Maidenhead (5) No Change – Members appointed until 2006

Mrs C Bateson, D Howes, Mrs V Howes, S Werner, D J Wilson

Wokingham District Council (5) – To Be Advised – Annual Meeting 1 July 2004

2 The current Political Party breakdown is as follows but will be subject to change:

Conservative	10
Labour	6
Liberal/Democrat	9
Total	25

3. Constitutionally Local Authority Members remain as members of the Fire Authority until the Annual Meeting of their Council unless a Member has decided not to stand for re-election.
4. At the time of printing the Agenda the Authority are aware that the following are no longer Members of the Fire Authority having decided not to stand for re-election:

Councillor Ron Webb (Slough Borough Council)
Councillor David Swindells (Wokingham District Council)

E BACKGROUND PAPERS

Confirmation of appointments received from District/Borough Councils in Berkshire

Contact Officers:	Rosemary Lansdowne	(0118) 932 2284
	David Weller	(0118) 932 2288

AGENDA ITEM 6: MINUTES: 17 MARCH 2004

MINUTES OF A MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY HELD IN THE COUNCIL CHAMBER, BRACKNELL FOREST BOROUGH COUNCIL, EASTHAMPSTEAD HOUSE, TOWN SQUARE, BRACKNELL BERKSHIRE ON WEDNESDAY 17 MARCH 2004 COMMENCING AT 6.30PM AND CONCLUDED AT 8.05PM

Present: T Mills (Chairman), J C G Brooks (Vice-Chairman)
Christine Borgars (Leader of the Labour Group)
M Adams, Mrs C Bateson, Mrs P Bray, Dr P Bryant,
G S Findlay, John P Green, J S Grewal, D Howes,
Mrs V Howes, Owen E Jeffery, Peter North, B J S Patman
A J Ross, D J Smith, R J Webb, D J Wilson

Apologies: Tom Crisp, C Maskell, J E R Mole, D Swindells,
P Weston, Simon Werner

2.01/04 PART I MINUTES: 11 FEBRUARY 2004

The Part I Minutes of the last meeting held on Wednesday 11 February 2004, having been previously circulated, were taken as read and signed by the Chairman as a correct record.

2.02/04 PART I MINUTES OF COMMITTEES

The Authority was advised (Agenda item 3 – not reproduced) of the Fire Authority Committee and Working Party meetings that had taken place since the last meeting in February 2004. Members were advised that copies of the Part I Minutes were available on request from the Committee Administrator (0118) 932 2288 or by e-mail on wellerd@rbfrs.co.uk.

NOTED**2.03/04 CHAIRMAN'S COMMUNICATIONS**

The Chairman advised that he had approved the inclusion of the following additional item on the grounds that an urgent decision is required:

Fire Brigades National Employers – Circular EMP/03/04 – Consultation on the Revised Grey Book and a Revised Disputes Resolution Process

The Authority received a letter (not reproduced) written on behalf of the National Employers on consultation regarding the outcome of negotiations on the Grey Book and an alternative process for the resolution of local disputes.

Members were reminded that Fire Authorities already know that Stage 2 of the 7% pay increase due from 7 November 2003 was subject to the two conditions set out in paragraph 2.1 of the joint agreement dated 13 June 2003, namely completion of negotiations and verification by the Audit Commission. In the light of the agreement to the Joint Secretaries' Position Statement dated 20 October 2003, and the substantial progress being made in negotiations, it was agreed on 28 November 2003 that half of the 7% could be paid immediately with the remaining 3.5% following once the two conditions referred to above had been met.

In support of the letter Members also received copies of the following documents (not reproduced):

Joint Secretaries' Report on Negotiations on the Grey Book
 Joint Secretaries' Report on Issues Connected to the Implementation of IPDS
 Report from ACAS on the Recommended Local Consultation and Negotiation Procedures

The Chairman drew Members attention to paragraph 11 of the letter which explained that the Authority would shortly be receiving an invitation for the Chairman and one other representative to attend a consultative meeting in London on 5 April 2004 to express the Authority's views on the three documents referred to above.

The Chief Fire Officer in seeking a steer from Members on the process they wish to adopt to respond to the contents of the three documents tabled also reported that the Fire Brigades' Union are organising a consultation ballot amongst their members with the process running in parallel to the National consultation.

The Chairman indicated that whilst this Authority will send two representatives they will require some direction from Members. He therefore suggested that any comments should be feed direct to the Director of Human Resources by 30 March 2004 who in turn will collate the members comments received and prepare the Fire Authority's response.

RESOLVED: That the procedure, referred to above, for determining the Authority's response be approved and adopted and that Councillor Terry Mills and the Chief Fire Officer be appointed as the Fire Authority's representatives to attend the Consultative Meeting in London on Monday 5 April 2004.

2.04/04 PETITIONS AND QUESTIONS FROM THE PUBLIC

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

2.05/04 QUESTIONS FROM FIRE AUTHORITY MEMBERS

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

2.06/04 NOTICES OF MOTION

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

2.07/04 APPOINTMENT OF FIRE AUTHORITY MEMBERS TO THE REGIONAL MANAGEMENT BOARD

The Authority's approval was sought (Agenda item 8 – not reproduced) to the appointment of the Fire Authority's representative and procedure for substitute Members to the South East Regional Management Board as recommended by the Executive Committee at its meeting on Tuesday 2 March 2004.

RESOLVED: That:

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

2.08/04 REPORT OF THE STANDARDS COMMITTEE

The Authority's approval was sought (Agenda item 9 – not reproduced) to the recommendations of the Standards Committee, from its meeting held on Thursday 5 February 2004, on the payment of a special allowance for Members of the Executive Committee together with an allowance for the Co-opted members of the Standards Committee.

The Standards Committee considered the report of the Clerk and Monitoring Officer and took into account the new committee structure adopted by the Authority, which would necessitate more meetings for Executive Committee Members. In making its recommendations the Committee had regard to the level of allowances paid by other Combined Fire Authorities, a summary of which was presented, as Appendix 1 (not reproduced).

Having debated the recommendations of the Standards Committee in some detail a Motion accepting Resolutions 1 and 4, deleting 5 and referring back Resolution 2 and 3 to the Standards Committee for further consideration was proposed. The proposal

having been seconded was put to the vote and defeated by eight votes for to nine against with two abstentions.

Whilst supporting the substantive Motion, Members agreed to the deletion of Resolution 5, authorising the Standards Committee to review the scheme of allowances for Members on an annual basis, on the grounds that members allowances would normally be reviewed on an annual basis or at the request of the Fire Authority.

The substantive Motion, as amended, was therefore proposed and having been seconded was put to the vote and carried by ten votes for to 6 against with three abstentions.

RESOLVED: That:

- 1. Any member of the Executive Committee not holding the post of Chairman, Vice-chairman or leader of a minority group be paid a Special Responsibility Allowance in the sum of £1000 per [municipal] year back dated to 1 January 2004.**
- 2. The Chairman of the Standards Committee be paid a Co-opted Member allowance of £115.10 per meeting.**
- 3. The other Co-opted members of the Standards Committee be paid a Co-opted Member allowance of £105.10 per meeting.**
- 4. All basic and special allowances paid to Members of the Fire authority and Co-opted members be increased annually by the percentage increase approved by the National Joint Council for Local Government such increase to be paid from the day immediately following the Fire Authority's Annual Meeting.**

**2.09/04 TREASURY MANAGEMENT POLICY AND STRATEGY
2004/2005**

The Authority's approval was sought (Agenda item 10 – not reproduced) to the Treasury Strategy Statement for 2004/2005 and also to determine the Authority's overall borrowing limits and the limit on the proportion of total interest payable which is payable at a variable rate.

In noting that the Authority is required to approve its Treasury Policy and Strategy prior to the start of each financial year Members were reminded that the Authority has already approved its Prudential borrowing limits as part of the Budget. A copy of the Treasury Statement together with the previously approved Prudential Borrowing Limits, with additional commentary, was presented in Appendix A (not reproduced).

RESOLVED: That:

- 1. The proposed Treasury Management Strategy for 2004/2005 be approved.**

2. The following determinations be made for 2004/2005:

- (a) An Authorised Limit for External Debt of £5,737,000**
- (b) An Operational Boundary for External Debt of £5,237,000**
- (c) A maximum limit of 50% of total interest paid, being on variable rate loans.**

2.10/04 ODPM CHARGING STRATEGY CONSULTATION

The Authority was advised (Agenda item 11 – not reproduced) of the consultation paper issued by the ODPM regarding charging for special services and were requested to authorise the Chief Fire Officer to respond to the Consultation Document, which has to be submitted by 7 May 2004. Members were reminded that a copy of the Consultation Document had been e-mailed or sent to all Members on 4 March 2004.

The ODPM are seeking replies to six questions on charging, as outlined in the documents previously circulated, of which two are matters for immediate consideration by the Authority. Details of the two questions together with an extract from Section 19 of the proposed new Fire and rescue Services Bill 2004 were set out in paragraph 5 and 6 of the report (not reproduced).

In speaking to the report the Chief Fire Officer reminded Members that charging for any aspect of a fire and rescue service activity could be difficult. As the Authority will need to establish clear principles as to the extent and the amount of charges it wishes to levy, he would welcome Members comments on the questions detailed in paragraph 5.

The Chairman therefore suggested that in addition to any comments that Members may wish to make at the meeting they should E-mail any further comments to the Chief Fire Officer by 30 April 2004 who would then compile the Authority's response. In supporting the principle that the Chief Fire Officer be authorised to prepare the Authority's response, Members were of the opinion that this should be in consultation with the Chairman, Vice Chairman and Leader of the Labour Group. It was therefore proposed, seconded and agreed that the Resolution be amended accordingly.

Members therefore made the following comments on the report, but more specifically on paragraph 5, which would be taken into account by the Chief Fire Officer when compiling the Authority's response:

- In response to a question the Chief Fire Officer considered that if based on existing fire and rescue activities the Authority would raise an estimated £17,000 per annum.
- It was suggested that specific reference be made about charging for false alarms, although this is specifically excluded from the consultation.

- It was suggested that in the event of charges being introduced who is it that the general public would want to attend a RTA, as there is no better organisation than the Fire Service to carry out this particular service. In addition how would buildings be made safe or safe from the threat of fire when once again there is not better organisation to deal with these incidents than the appropriate Fire Service. One Member was of the opinion that the introduction of charging could be a very dangerous game for Fire Authorities to adopt.
- It would be prudent to undertake a study of what the real cost of administering the collection of money and operating a viable system as it could cost significantly more than the anticipated income.
- Clarification is required on the recovery of the core costs involved with the Fire Service providing a proper professional and commercial service that is perhaps different to what it provides now.
- It was suggested that persistent requests for advice should be charged for. In addition the Fire Service should be able to charge a reasonable fee for consultation on the upgrading and/or rebuilding of commercial properties.
- Consideration should be given to charging those responsible for abandoning and/or setting them alight.

RESOLVED: That the Chief Fire Officer, in consultation with the Chairman, Vice Chairman and Leader of the Labour Group, be authorised to compile the Authority's response based on the comments received, to give direction as to the form of the response, and circulate a copy of the response to all Fire Authority Members for information.

2.11/04 REPORT ON AUDIT COMMISSION VERIFICATION AUDIT

The Authority was advised (Agenda item 15 – not reproduced) on the contents of the report received from the Audit Commission on the verification of the Fire Service Pay and Conditions Agreement.

In speaking to the report the Chief Fire Officer indicated that the Audit Commission's report had been delivered to the employers organisation/representative bodies and to Fire Authorities on 19 and 23 February 2004 respectively. A copy had been E-Mailed or posted to Members on 8 March 2004.

In noting the background to the Audit as set out in the report Members were advised that in the overall findings the Royal Berkshire Fire Authority is 'amber' overall, as were forty-eight of the fifty Fire Authorities in England and Wales. This Authority was found to be 'red' in three areas, namely, overtime, duty systems and part-time working.

It is clearly perverse to expect definitive arrangements in overtime and part-time working when the revised schedule of Conditions of Service ('Grey Book') has yet to

be produced. In addition wholesale alterations to the duty systems in advance of the findings of IRMP would appear to be unreasonable. Comments to this effect have therefore been made to the Audit Commission.

The Director of Human Resources is analysing the results of the Audit in the three red areas and will be bringing forward the necessary changes to secure compliance with the Audit process. Details of these changes will be subject to the appropriate consultation and negotiation with representative bodies. It should be noted however that many of the areas covered already lie within the delegated powers of Officers. It has been made clear that the verification process "requires" the issues mentioned to have been considered by the Authority.

The Chief Fire Officer emphasised that due process must, and will, be observed in establishing any revised contracts of employment and conditions of service.

RESOLVED: That the principles of change covering overtime payments, part-time working and duty systems be approved to allow the Authority to make the necessary progress in these areas to meet the requirements of the Verification Audit.

2.12/04 2003/2004 BUDGET MONITORING

The Authority was informed (Agenda item 12 – not reproduced) of the Revenue and Capital Expenditure against Budgets up to 31 January 2004 as presented in Appendices A and B respectively (not reproduced)

NOTED

2.13/04 2004/2005 BUDGET

The Authority received details (Agenda item 13 – not reproduced) of the 2004/2005 Budget, consequent on the approval of the overall Revenue Budget of £28.595m by the Fire Authority at its meeting on Wednesday 11 February 2004.

The contents of Appendices A, B and C being the detailed 2004/2005 Revenue Budget, the percentage increases in Council Tax of all English Combined Fire Authorities and the Band D Council Tax set by each Combined Fire Authority respectively was noted.

Members requested the Chief Fire Officer to produce a Press Release informing the public of the Fire Authority's low position in the Tables reflecting the Band D increase and Band D Absolute Council Tax 2004/2005. In addition Members also asked the Chief Fire Officer and Authority Treasurer to draft a letter asking the ODPM to consider rolling forward the repayment of the £400,000 Transitional Loan to 2005/2006 or whether repayment could be spread over two years. The letter when drafted to be circulated to all Authority Members for comment prior to it being sent to the ODPM.

RESOLVED: That:

1. **The contents of the report be Noted.**
2. **The Chief Fire Officer be requested to produce a Press Release informing the public of the Fire Authority's low position in the Tables reflecting the Band D increase and Band D Absolute Council Tax 2004/2005.**
3. **The Chief Fire Officer and Authority Treasurer be requested to draft a letter asking the ODPM to consider rolling forward the repayment of the £400,000 Transitional Loan to 2005/2006 or whether repayment could be spread over two years, and circulate the draft letter to all Authority Members for comment prior to it being sent to the ODPM.**

2.14/04 UPDATE ON REGIONAL MANAGEMENT BOARDS

The Authority was advised (Agenda item 14 – not reproduced) of progress in the establishment of a Regional Management Board for the South East. In noting the contents of the report Members were advised that the financial planning process, which this Authority had requested be clarified, will be of paramount importance in ensuring efficient and effective delivery of the RMB's key objectives. Further progress reports will be presented to future Fire Authority meetings.

NOTED**2.15/04 FIRES, INCIDENTS AND ISSUES OF INTEREST**

The Authority received a report (Agenda item 16 – not reproduced) which summarised some of the notable incidents attended, together with letters of appreciation received, by the Brigade during the period 17 December 2003 to 17 March 2004. Members were advised that in response to a request from the Chairman the Corporate Communications Manager had arranged for Press Releases, based on the recent "car burn" to be written for specific use by the individual local papers in the six Berkshire Unitary Authority areas.

NOTED**2.16/04 DATE OF NEXT MEETING**

It was noted that the Annual Meeting of the Fire Authority is scheduled to take place on Wednesday 30 June 2004 in the Frank Hutchings Community Hall, Bradley Moore Square, Thatcham commencing at 6.30pm.

**AGENDA ITEM 7: PART I MINUTES OF COMMITTEES,
WORKING PARTY'S AND OTHER GROUPS**

To: Royal Berkshire Fire Authority
Date: 30 June 2004
Officers Contributing: Clerk & Monitoring Officer
 Committee Administrator

A PURPOSE OF REPORT

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

B PROPOSED ACTION

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

C FINANCIAL IMPLICATIONS

There are no financial implications.

D SUPPORTING INFORMATION

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

Executive Committee	1 June 2004
Overview and Scrutiny Committee	15 June 2004
IRMP Working Party	15 June 2004
Wokingham Fire Cover Review Working Party	15 March, 16 and 21 April 2004
Fire Liaison Group	14 June 2004 (Meeting cancelled)

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

E BACKGROUND PAPERS

Agenda's and Minutes for the above mentioned meetings

Contact Officer: David R Weller (0118) 932 2288

AGENDA ITEM 12: APPOINTMENT OF FIRE AUTHORITY MEMBERS TO THE REGIONAL MANAGEMENT BOARD

To: Royal Berkshire Fire Authority
Date: 30 June 2004
Officers Contributing: Clerk and Monitoring Officer
Committee Administrator

A PURPOSE OF THE REPORT

To seek approval to the re-appointment of the Fire Authority's representative and substitute Members to the Regional Management Boards.

B PROPOSED ACTION

The Authority is invited to RESOLVE: That

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

C FINANCIAL IMPLICATIONS

There are no financial implications arising from this report

D CONTRIBUTION TO THE STRATEGIC PLAN/ASSESSMENT AGAINST THE PARTNERSHIP FOR COMMON SENSE

None

E SUPPORTING INFORMATION

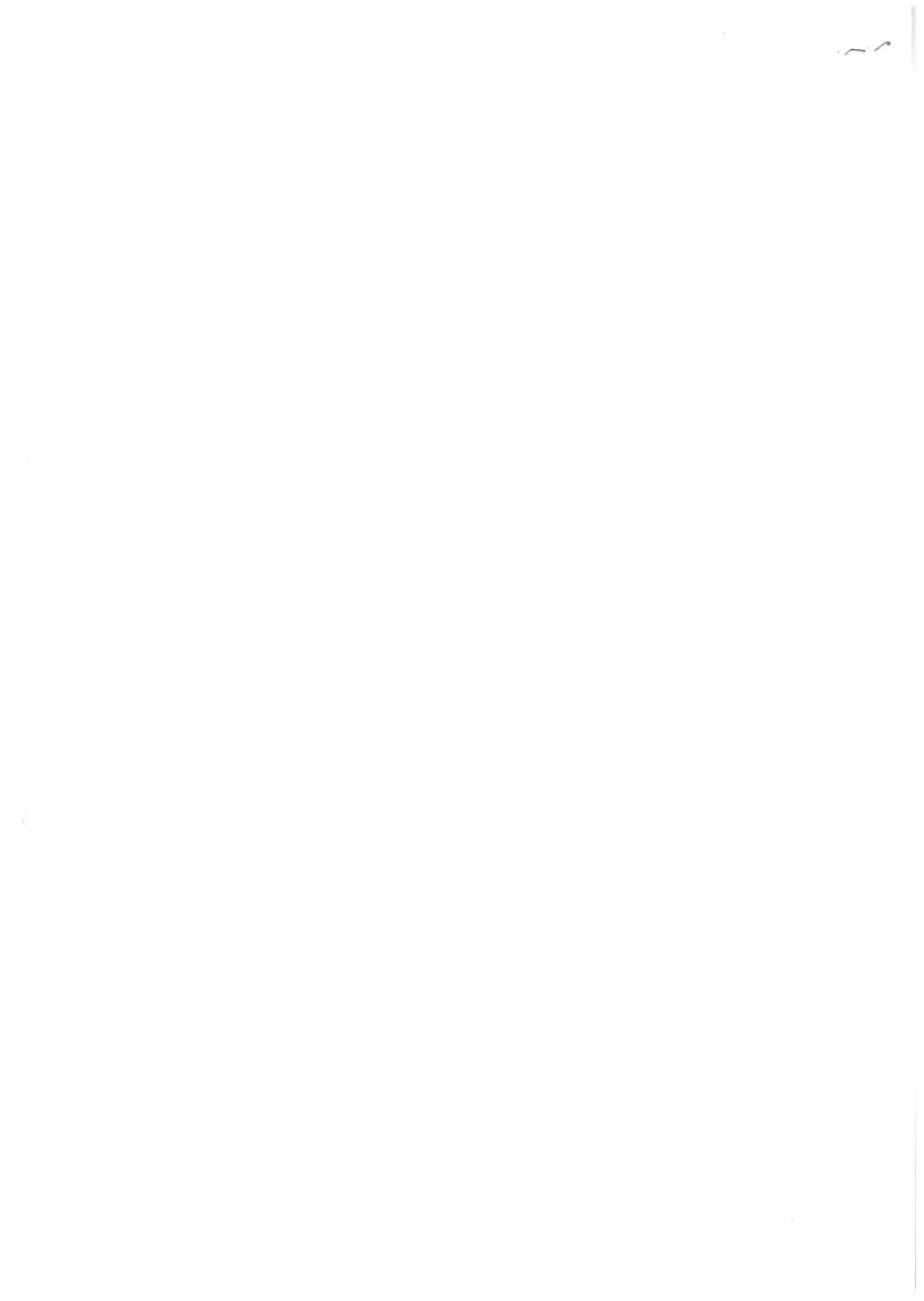
1. At its meeting on Wednesday 17 March 2004, the Fire Authority approved the appointment of its representative and arrangements for substitute Members to represent the Royal Berkshire Fire Authority at the South East Regional Management Board meetings.

2. As this is the Annual Meeting of the Fire Authority it will be necessary to re-appoint the Authority's representatives and reaffirm the arrangements for the appointment of substitutes. It is therefore suggested that the Resolution approved at the Authority meeting in March 2004, and reproduced in Section C above, be reaffirmed. It may be necessary to amend the Resolution if changes occur in the Election of the Fire Authority's Chairman and Vice-Chairman or to the Leader of the Labour Group. Members are therefore asked to consider and approve the Resolution as set out above.

E BACKGROUND PAPERS

1. Agenda: Executive Committee – Tuesday 2 March 2004
2. Minutes: Executive Committee and Fire Authority – Tuesday 1 and Wednesday 17 March 2004 respectively.

Contact Officer: David R Weller (0118) 932 2288



1 Under Standing Order 27, the Authority is required to decide by resolution at its Annual Meeting which Committees it intends to establish as "Standing Committees" and to appoint Members to each Standing Committee and if necessary any Working Parties where their work is ongoing.

2 Members are therefore invited to re-appoint the Executive Committee, Overview and Scrutiny Committee, and the Integrated Risk Management Plan Working Party and approve their membership which is currently as follows:

Executive Committee (6)

M Adams, Ms C Borgars, J C G Brooks, T Mills, B J S Patman, D Swindells

Overview and Scrutiny Committee (6)

Mrs C Bateson, Dr P Bryant, T Crisp, O E Jeffery, *R Webb*, S Werner

Integrated Risk Management Working Party (6)

Ms C Borgars, J C G Brooks, J S Grewal, O E Jeffery, T Mills, B J S Patman

3 As already mentioned in Section A above the Disciplinary, Appeals and Grievance Committee is re-appointed in name only. Those Members shown in ***bold italics*** are no longer members of the Fire Authority.

E BACKGROUND PAPERS

None

Contact Officer: David R Weller (0118) 932 2288

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AGENDA ITEM 12:

**APPOINTMENT OF COMMITTEES AND IRMP
WORKING PARTY**

To: Royal Berkshire Fire Authority
Date: 30 June 2004
Officer Contributing: Clerk & Monitoring Officer

A PURPOSE OF REPORT

To invite the Authority to re-appoint its Executive Committee, Overview and Scrutiny Committee, Disciplinary, Appeals and Grievance Committee (in name only) and the Integrated Risk Management Plan Working Party. It should be noted that the appointment of Members to the Disciplinary, Appeals and Grievance Committee is usually dealt with as and when required and is dependant on Members availability.

B PROPOSED ACTION

The Authority is invited to RESOLVE: That the:

- 1 Executive Committee be re-appointed for the ensuing year with the following membership:

2 Conservative, 2 Labour, 2 Liberal Democrat

- 2 Overview and Scrutiny Committee be re-appointed for the ensuing year with the following membership:

2 Conservative, 2 Labour, 2 Liberal Democrat

- 3 Disciplinary, Appeals and Grievance Committee be re-appointed for the ensuing year:

- 4 Integrated Risk Management Plan Working Party be re-appointed for the ensuing year with the following membership:

2 Conservative, 2 Labour, 2 Liberal Democrat

- 5 Names of the Standing Deputies on the Overview and Scrutiny Committee be forwarded to the Committee Administrator by the Party Leaders.

C FINANCIAL AND RISK MANAGEMENT IMPLICATIONS

There are no financial or risk management implications.

D SUPPORTING INFORMATION

AGENDA ITEM 13:**APPOINTMENT OF COMMITTEES AND IRMP
WORKING PARTY – INTERIM REPORT**

To: Royal Berkshire Fire Authority
Date: 30 June 2004
Officer Contributing: Clerk & Monitoring Officer
Committee Administrator

A PURPOSE OF REPORT

To advise the Authority of the need to re-appoint its Executive Committee, Overview and Scrutiny Committee, Disciplinary, Appeals and Grievance Committee (in name only) and the Integrated Risk Management Plan Working Party.

It should be noted that the appointment of Members to the Disciplinary, Appeals and Grievance Committee is open to all Fire Authority Members and is usually dealt with as and when required being dependant on Members availability. However should Members wish to change this procedure then the Chairman will request nominations in the normal way.

B PROPOSED ACTION

At the Agenda Briefing Meeting it was noted that following the Local Elections the Member representation on the Fire Authority may change which could have an effect on the allocation of Committee places based on the political proportionality rules. As it is necessary for the Clerk and Monitoring Officer to investigate the implications of any changes when they are notified by the Unitary Authorities involved (Reading, Slough and Wokingham) it was agreed that a report will either be tabled at the meeting or E-Mailed late.

Contact Officers: Rosemary Lansdowne (0118) 932 2284
David Weller (0118) 932 2288

AGENDA ITEM 14: APPOINTMENT OF FIRE AUTHORITY'S REPRESENTATIVE - LOCAL GOVERNMENT ASSOCIATION'

To: Royal Berkshire Fire Authority
Date: 30 June 2004
Officers Contributing: Clerk & Monitoring Officer
Committee Administrator

A PURPOSE OF REPORT

To appoint the Fire Authority's representative on the Local Government Association.

B PROPOSED ACTION

The Authority is invited to RESOLVE: That Councillor B J S Patman be appointed to represent the Fire Authority on the Local Government Association for the ensuing year.

C FINANCIAL IMPLICATIONS

There are no financial implications.

D SUPPORTING INFORMATION

- 1 The Fire Authority has been invited to appoint its representative on the Local Government Association for the ensuing year and the appointed representative will represent the Fire Authority at the General Assembly and Annual Conference. The General Assembly meets twice a year with its Annual Meeting on Tuesday 6 July 2004 in Bournemouth and a second meeting on 15 December 2004, whilst the Annual Conference, also in Bournemouth, will meet from Wednesday 7 to Friday 9 July 2004.
- 2 As reported at the meeting in March 2000 the Fire Authority, as a result of population changes, are now entitled to a Voting Entitlement of 17 for 2004/2005. A provisional place has been booked for this Authority.
- 3 Councillor Patman has expressed an interest in remaining as the Fire Authority's representative and Members are therefore asked to support this appointment and Resolve accordingly.

E BACKGROUND PAPERS

Invitation from Local Government Association

Contact Officer: David R Weller (0118) 932 2288

AGENDA ITEM 15: APPOINTMENT OF FIRE AUTHORITY REPRESENTATIVE ON THE ASSOCIATION OF COUNCILS FOR THE THAMES VALLEY REGION (ACTVAR)

To: Royal Berkshire Fire Authority
Date: 30 June 2004
Officers Contributing: Clerk & Monitoring Officer
 Committee Administrator
 Chief Fire Officer
 Authority Treasurer

A PURPOSE OF REPORT

To appoint the Fire Authority's representative on the Association of Councils for the Thames Valley Region (ACTVAR).

B PROPOSED ACTION

The Authority is invited to **RESOLVE:** That Councillors and be appointed as the Fire Authority's representative and Standing Deputy respectively on the Association of Councils for the Thames Valley Region (ACTVAR).

C FINANCIAL IMPLICATIONS

The cost to this Authority of membership of ACTVAR is £1,111 per annum based on the fact that there are three Fire Authorities in the Thames Valley and the Thames Valley Police Authority pays an annual subscription of £3,333. Provision to meet this cost is contained in the Budget for 2004/2005.

D CONTRIBUTION TO THE STRATEGIC PLAN

There is no contribution to the Strategic Plan

D SUPPORTING INFORMATION

1. In response to a request from the Local Government Association Fire Service Executive, ACTVAR's Member Steering Group at its meeting in May 2000 considered the possibility of Fire Authorities liaison arrangements being brought within the framework of the Regional Association.
2. ACTVAR welcomed such a development and agreed to make its arrangements available to the three Fire Services operating within the Thames Valley as a means of facilitating discussion of

Fire Service issues. The Regional Secretary of ACTVAR has indicated that appropriate mechanisms could be devised to accommodate the wishes of the three Thames Valley Fire Authorities to deal with "service" issues across the three Counties covered by the LGA Regional Association.

3. Whilst membership of the Association would entitle one Member and one Officer to attend all meetings there would however be only one vote for all three Fire Authorities. It should be noted however that business is normally conducted on a consensus basis.
4. ACTVAR already has Community Safety on its Agenda's, although it tends to revolve around crime and disorder issues for the Police and Local Authorities. Nevertheless the Regional Secretary of the Association is of the opinion that membership would enable the development of Fire Service issues into the Agenda which could then, if necessary, be referred to the Local Government Association.
5. Members are therefore asked to consider the appointment of the Fire Authority's representative and Standing Deputy for the ensuing year and Resolve accordingly.

F BACKGROUND PAPERS

Invitation from ACTVAR to appoint Member representative

Contact Officer: David Weller (0118) 932 2288

AGENDA ITEM 16: FREQUENCY OF MEETINGS

To: Royal Berkshire Fire Authority
Date: 30 June 2004
Officer Contributing: Chief Fire Officer

A PURPOSE OF REPORT

To advise Members of the need to reconsider the frequency and timing of meetings of the Authority and its Committees.

B PROPOSED ACTION

The Authority is invited to consider the report and **RESOLVE:** That the revised programme of meetings for the Fire Authority and its Committees be approved and adopted with effect from

C FINANCIAL IMPLICATIONS

There are no significant financial implications arising from this report.

D CONTRIBUTION TO THE STRATEGIC PLAN

The Authority will need to be informed of, and make decisions relating to, the strategic plan. A revised programme of meetings will improve the process.

E ASSESSMENT AGAINST THE PARTNERSHIP FOR COMMON SENSE

As part of the revised meeting structure regular meetings between the representative bodies and elected members will be programmed.

F SUPPORTING INFORMATION

1. Currently, following the insertion of a meeting in February to approve the budget under the newly adopted precepting process, there are five meetings of the full authority every year. The Executive Committee, meeting on June 1 2004, believed that a return to four meetings per year would be most appropriate and instructed the Chief Fire Officer to prepare a report on this option for consideration by the Authority.
2. The inception of the Executive and Overview & Scrutiny Committees and the increasing influence of national and regional structures has resulted in the workload of the authority being undertaken in different ways. In particular the timescales for decisions are now frequently much shorter. In addition there is a growing need to provide training for

members, to enable them to fulfil their increasing roles in (*inter alia*) Comprehensive Performance Assessment and Integrated Risk Management planning.

3. Attached as Appendix A is a programme outlining the proposed schedule of meetings. Appendix B is a list of confirmed dates for the coming year. Dependant on Members decision it may be necessary to change some of the already confirmed dates for Committee Meetings.

F BACKGROUND PAPERS

None

Contact Officer:

Iain Cox

(0118) 932 2213

APPENDIX A

DRAFT CFA ANNUAL MEETING PLANNER

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
CFA + (Ag.Brief)		✓				✓				✓		✓
RMB	✓			✓			✓		✓			
Exec	✓		✓		✓		✓		✓		✓	
O/Scr		✓				✓				✓		
IRMP-WG		✓				✓			✓			
Fire Exhib.									✓			
LGA Conf.			✓				✓					
Members Seminar			✓							✓		
Awards Ceremony										✓		

APPENDIX B

**SCHEDULE OF MEETINGS
EXECUTIVE COMMITTEE, OVERVIEW AND SCRUTINY COMMITTEE
AND FIRE AUTHORITY JANUARY 2004 TO JUNE 2005**

Executive Committee (two monthly cycle)	Overview and Scrutiny Comm (if required)	Combined Fire Authority all at 6.30pm	Fire Liaison Group (4.30pm)and Agenda Briefing (5.30pm)
Thursday 22 January	Thursday 5 February	11 February 04	Monday 26 January
Tuesday 2 March	Wednesday 10 March	17 March 04	Monday 1 March
Tuesday 1 June	Tuesday 15 June	30 June 04	Monday 14 June
Wednesday 14 July	Wednesday 21 July		
Wednesday 22 September	Wednesday 29 September	13 October 04	Monday 27 September
Wednesday 24 November	Tuesday 30 November	15 December 04	Monday 29 November
Tuesday 25 January 05	Tuesday 1 February 05	9 February 05	Monday 24 January 05
Wednesday 9 March 05	Monday 14 March 05	23 March 05	Monday 7 March 05
Wednesday 8 June 05	Wednesday 15 June 05	29 June 05	Monday 13 June 05

**AGENDA ITEM 17: PROCESS AND TIMESCALES FOR PUBLICATION
OF THE ROYAL BERKSHIRE FIRE AUTHORITY'S
YEAR TWO INTEGRATED RISK MANAGEMENT
PLAN (IRMP)**

**To: Royal Berkshire Fire Authority
Date: 30 June 2004
Officers Contributing: Chief Fire Officer**

A PURPOSE OF REPORT

To advise Members on the process and timescales to be met in order to publish the Year Two IRMP before the deadline set by the Office of the Deputy Prime Minister (ODPM).

B PROPOSED ACTION

The Authority is invited to consider the report and RESOLVE: That the proposals set out in this report as recommended by the IRMP Working Party be approved and implemented.

C FINANCIAL AND RISK MANAGEMENT IMPLICATIONS

Direct costs will be incurred in the design, publication and distribution of the IRMP, these costs will be covered within existing budgets. There are a number of risks that may arise from non-compliance with the deadlines set for IRMP's by the ODPM. These cover the full range of strategic organisational risks, of particular note, failure to progress the modernisation agenda, risk that the IRMP becomes out of step with the business planning cycle, both having the potential to result in a poor Comprehensive Performance Assessment (CPA) during 2005.

D CONTRIBUTION TO THE STRATEGIC PLAN

The IRMP is closely linked to all the Authority's strategic aims in helping to deliver its vision of 'A Safer Berkshire'.

E ASSESSMENT AGAINST THE PARTNERSHIP FOR COMMON SENSE

Consultation is a key element of IRMP and continues to feature strongly in the process with continued engagement with the FBU and developments to the Fire Authority's internet/intranet sites.

F SUPPORTING INFORMATION

- 1 Progress on the eight Year 1 IRMP projects continues to be reported to the IRMP Working Party. However, in order to meet the deadlines set by the ODPM, work on publication of the Year 2 action plan has already commenced.
- 2 A project plan has been formulated to develop the IRMP process and is based on the following timetable of events leading to publication of the Year 2 action plan by the end of September 2004. The deadline set by ODPM is that all Fire Authority Year 2 Action plans must be published by 'the end of the Summer'.
- 3 The proposed timetable of events for this work is as follows:
 - Work being commenced on the framework of the document; **23 June 2004.**
 - Data and information released to IRMP team (Officers and FBU); **12 July 2004** (latest).
 - IRMP team meet to discuss available data and information for Year 2; **22 and 23 July 2004.**
 - Work finalised on identification of risks, control measures and action plan agreed; **27 July 2004.**
 - IRMP Working Party meet to agree risk register, priorities and control measures for Year 2; **3 August 2004.**
 - IRMP Year 2 document drafted for members consideration; **27 August 2004.**
 - Any revisions/amendments made to draft IRMP document; **7 September 2004.**
 - IRMP draft document circulated to all Fire Authority members; **10 September 2004.**
 - IRMP draft document ratified for full consultation by Fire Authority Executive; **22 September 2004.**
 - Full consultation process on IRMP Year 2 document; **1 October – 1 January 2005.**
 - IRMP Working Party to consider the outcome of the consultation process and to commission any revisions by **21 January 2005.**
 - Formal adoption of the IRMP Year 2 document by the Fire Authority; **9 February 2005.**

G BACKGROUND PAPERS

- 1 Agenda item 5 and minutes: Royal Berkshire Fire Authority's IRMP Working Party – 15 June 2004.
- 2 Agenda item 11 and minutes: Royal Berkshire Fire Authority – 15 October 2003.

Contact Officer: Des Tidbury (0118) 932 2228

ROYAL BERKSHIRE FIRE AUTHORITY**WEDNESDAY 30 JUNE 2004****AGENDA ITEM 18: PRESENTATION FROM THE FIRE BRIGADES' UNION**

To receive a Presentation from the Fire Brigades' Union Control Staff on Regional Control Rooms.

X *Members are asked to note that the Presentation is from Representatives of the Fire Brigades Union on their perception of the issues surrounding the establishment of Regional Control Rooms and any opinions expressed are not those of the Fire Authority.*

David Weller

To: Prue Bray
Subject: RE: FIRE AUTHORITY MEMBERSHIP

Hi there Mrs Bray

Good morning. No problem - I will ask the Chairman to defer if you have not arrived.

Kind regards

David

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

From: Prue Bray [SMTP:prue@bray.telinco.co.uk]
Sent: 29 June 2004 14:10
To: David Weller
Subject: Re: FIRE AUTHORITY MEMBERSHIP

Hi,
as John Green will not be able to attend tomorrow's meeting due to being on holiday, he has asked me to present the Wokingham working party's report. I hope to be there in good time, however, babysitter issues mean that I might be a few minutes late arriving. If the meeting gets to the relevant item before I get to the meeting, perhaps it would be possible to jump over it until I get there?

Thanks
Prue Bray

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

From: "David Weller" <wellerd@RBFRS.co.uk>
To: "Angus Ross" <angus@soldiers75.freemove.co.uk>;
<barrie@bpbasedemon.co.uk>; <cdbateson@aol.com>; "Chris Maskell"
<chrismaskell@btopenworld.com>; <chris.maskell@reading.gov.uk>; "Christine Borgars"
<christine.borgars@RBFRS.co.uk>; <cllr.d.howes@rbwm.gov.uk>;
<councillorgrewal@yahoo.co.uk>; <david.e.howes@btopenworld.com>;
<derekjohnwilson@aol.com>; <dextersmith1@compuserve.com>;
<gsfindlay@coldash64.fsnet.co.uk>; <james@bovilles.co.uk>;
<jbrooks@parity-resources.co.uk>; <jeff.brooks@btinternet.com>;
<Michael.Adams@WLMHT.NHS.uk>; <northpl@aol.com>; "Owen E Jeffery"
<owen@jeffery.datanet.co.uk>; <paul.bryant5@ntlworld.com>;
<peter.weston@reading.gov.uk>; <prue@bray.telinco.co.uk>;
<simon@werner26.demon.co.uk>; <terry.mills@bracknell-forest.gov.uk>;
<tom.crisp@reading.gov.uk>; <vickyhowes@btopenworld.com>
Cc: "Rosemary Lansdowne" <lansdowner@RBFRS.co.uk>; "Iain Cox (CFO)"
<cox@RBFRS.co.uk>
Sent: Tuesday, June 29, 2004 8:44 AM
Subject: FIRE AUTHORITY MEMBERSHIP

> IMPORTANT COMMUNICATION

>
> This E-mail has been sent in response to a request from the Chairman.
>
> Would all Members please note that as a Member of the Fire Authority you
> remain in that position until such time as your Council holds its Annual
> Meeting. Therefore existing FA Members of Wokingham DC, Slough BC and
> Reading BC (one undetermined seat) can attend the Fire Authority meeting
> on
> Wednesday unless of course that Member has decided not to stand for
> re-election.
>
> If you have any questions please do not hesitate in contacting me.
>
> Thank you