



Agenda
For the Annual Meeting
of the
Royal Berkshire Fire Authority

Thursday, 30th June 2022

At

6.30pm

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: Thursday, 30th June, 2022 at 6.30pm

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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 Christine Bateson	Councillor Jo Lovelock
Councillor Dennis Benneyworth	Councillor Sandra Malik
Councillor Tricia Brown	Councillor Morag Malvern
Councillor Jeff Brooks	Councillor Dave McElroy
Councillor David Cannon	Councillor Tina McKenzie-Boyle
Councillor Haqeeq Dar	Councillor Rachelle Shepherd- DuBey
Councillor Colin Dudley	Councillor Biyi Oloko
Councillor Paul Gittings	Councillor Dexter Smith
Councillor Pauline Helliard-Symons	Councillor Mike Smith
Councillor Tony Linden	Councillor Simon Werner

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

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AGENDA

- 1. Election of Chairman for the 2022/23 Municipal Year**
- 2. Appointment of Vice-Chairman for the 2022/23 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 28 April 2022 (Pages 7 - 22)**

Recommendation:

That the Minutes of the meeting and any recorded actions held on 28 April 2022, be confirmed, as a correct record and signed by the Chairman.

- 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 Chairman 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. Recommendations of Committees

Purpose:

To note Item 15, Annual report on Governance was recommended by Audit and Governance Committee on 23 March 2022.

12. Appointment of Committees, Lead Members, Member Champions and Outside Bodies 2022/23 (Pages 23 - 50)

Purpose:

To agree Member nominations received for the appointment of Royal Berkshire Fire Authority Committees in accordance with Group Leaders' wishes, Constitution and the rules relating to political balance, and agree nominations for Member Roles.

13. Appointment of Independent Persons (Pages 51 - 58)

Purpose:

To agree the appointment of Independent Persons for the Authority until the Annual Meeting in 2026.

14. Firefighters' Pension Scheme 1992 Discretion on Abatement (Pages 59 - 64)

Purpose:

To agree to exercise the discretion not to apply abatement to successful applicants for Driver Trainer roles where applicable.

15. Annual Report on Governance (Pages 65 - 80)

Purpose:

To note the Annual Report on Governance, recommended by Audit and Governance Committee on 23 March 2022.

16. Donation of Assets to Support Ukraine (Pages 81 - 84)

Purpose:

To note the donation of assets to support humanitarian efforts in Ukraine.

17. Thames Valley Fire Control Service (TVFCS) Annual Report 2021/22 (Pages 85 - 90)

Purpose:

To receive for note Thames Valley Fire Control Service Annual Report 2021/22.

18. Forward Plan (Pages 91 - 94)

Recommendation:

That the Forward Plan be noted.

19. Member Development Courses 2022/23

Recommendation:

To note the following scheduled Member Development courses from July 2022 – October 2022. Members will be invited to attend / complete courses listed below via email.

E-learning – Equality, Diversity and Inclusion (EDI), Protection Information, and Corporate Governance (emails from Democratic Support will be sent w/c 4 July 2022).

Healthy Organisation – Monday 18 July, from 5 – 6pm at Headquarters

Control Visit – Thursday 28 July, from 5-6pm at Headquarters

Colour profile - (email from Democratic Support will be sent w/c 1 August 2022)

Station Visit – Maidenhead – Friday 9 September at 2pm

Station Visit – Bracknell – Friday 16 September at 2pm

Station Visit – Theale – Thursday 22 September at 2pm

Understanding the Financing of the Fire Authority – Monday 17 October,

from 5-6pm at Headquarters

20. Minutes of the Standing Committees

Recommendation:

To note Minutes of meetings were published on RBFRS website

<http://www.rbfrs.co.uk/about-us/fire-authority/fire-authority-meetings/>

21. Date of the next Meeting

Tuesday, 1 November 2022, 6.30pm at Royal Berkshire Fire and Rescue Service Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD.

**MINUTES OF THE MEETING OF THE ROYAL BERKSHIRE
FIRE AUTHORITY**



Held on Thursday, 28th April, 2022 at 6.30 pm

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

- Members:**
- (*present)
 - Councillor Avtar Cheema
 - Councillor Harjinder Minhas
 - * Councillor Dennis Benneyworth
 - * Councillor Tricia Brown
 - * Councillor David Cannon
 - * Councillor Tony Linden
 - Councillor Jo Lovelock
 - Councillor Garth Simpson
 - * Councillor Jane Stanford-Beale
 - Councillor Jeff Brooks
 - Councillor Christine Bateson
 - * Councillor Colin Dudley
 - * Councillor Paul Gittings
 - * Councillor Pauline Helliars-Symons
 - * Councillor Tina McKenzie-Boyle
 - * Councillor Angus Ross
 - Councillor Rachelle Shepherd-DuBey
 - * Councillor Dexter Smith
 - * Councillor Simon Werner
 - * Councillor Alison Swaddle

- In Attendance:**
- Mark Antell (Senior Communication and Engagement Officer, SC&EO)
 - Mark Arkwell (Deputy Chief Fire Officer, DCFO)
 - Wayne Bowcock (Chief Fire Officer, CFO)
 - Graham Britten (Monitoring Officer, MO)
 - Conor Byrne (Head of Finance and Procurement, HF&P)
 - Becca Chapman (Data Performance and Risk Manager, DP&R)
 - Noosha Churchill (Built Environment Programme Manager, BEP)
 - Chloe Duncan (Equality, Diversity and Inclusion Coordinator, EDI)
 - Becci Jefferies (Head of Human Resources and Learning and Development, HHR&L&D)
 - Andrew Mclenahan (Head of Facilities, Fleet and Equipment, HFF&E)
 - Katie Mills (Assistant Chief Fire Officer, ACFO)
 - Nikki Richards (Deputy Chief Executive, Dep ChEx)
 - Christian Riley (Communications and Engagement Assistant, C&EA)
 - Fayth Rowe (Democratic Support Lead, DSL)
 - Angela Smith (Programme Office and Inspection Manager, POIM)

- Observers:**
- Kathryn Richardson, Service Liaison Lead, Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS)

	Action
57. APOLOGIES FOR ABSENCE	

Apologies of absence were received from Councillors Bateson, Brooks, Cheema, Shepherd-DuBey, Lovelock, Minhas and Simpson.

58. DECLARATIONS OF INTEREST

In accordance with the provisions of the Fire Authority's Local Code of Conduct, Councillors Ross and Cannon declared a personal interest as 2021/22 members of the Thames Valley Fire Control Service (TVFCS) Joint Committee.

There were no Declarations of Interest received from Officers.

59. MINUTES OF THE MEETING HELD ON 15 FEBRUARY 2022 AND 5 APRIL 2022

All three actions relating to the Minutes of the meeting on 15 February 2022, on pages 13 and 17 of the agenda pack were confirmed as completed.

There were no recorded actions in the Minutes of the meeting on 5 April 2022.

RESOLVED that the Minutes of the meeting held on 15 February and 5 April 2022, be approved as a true record and signed by the Chairman.

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

There were no petitions and questions from members of the public under Standing Orders 19 and 25.

61. RECEIPT OF ANNOUNCEMENTS

The Chairman made the following announcements:

The Sudden Passing of Henry Holcroft

Henry Holcroft, sadly passed away suddenly on Saturday 26th March.

Henry joined the On-Call section at Bracknell Fire Station in July 1982 and secured a wholetime position the following year. Henry principally served at Bracknell, Langley, and Whitley Wood Fire Stations before retiring in 2013.

Henry embarked on the next stage of his Fire Service career in the role of Hydrant Inspector, a role he occupied since 2013. Henry dedicated almost 40 years of his life to serving the people of Berkshire for which as a Service, the Fire Authority and the communities he served, will be eternally grateful.

Henry's family will be celebrating his life as they say goodbye to him on Friday

29th April. The Service will be playing a part in the celebration including a parade outside Bracknell Fire Station. A one minute silence was held in Henry's memory.

Welcome to Kathryn Richardson

A warm welcome was made to Kathryn Richardson, who is Service Liaison Lead from Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services.

Wholetime Firefighter Apprentice Graduation Ceremony

On 8 April, the Wholetime Firefighter Apprentices who joined the Service in January, were formally welcomed at a Graduation Ceremony held at the Training Centre.

The graduates demonstrated some of the skills they had learned over the 13-week course by performing a series of drills in front of their families. Certificates were handed to them to mark their entry into the Service as wholetime firefighters.

Two firefighters, Ben Russell and Daniel Medcalf were recognised for their efforts with the Silver Axe and the Endeavour award, respectively. The Chairman stated he thoroughly enjoyed formally welcoming all 18 Firefighter Apprentices and their families at the Ceremony and he wished the firefighters well in their future careers at Royal Berkshire Fire and Rescue Service.

Update on the Chairman's Internship Scheme

The Chairman's Internship, is a paid internship for young people who are from ethnic backgrounds that are currently under-represented within our Service.

The Chairman thanked everyone that shared details of the scheme with prospective applicants. The application window for the scheme has closed.

The project team have begun the selection process ahead of the summer, when eight successful applicants will join the Service for between five and six weeks to develop their workplace skills and gain experience to support their future education or career ambitions.

Donation of Vehicles and Equipment to Ukraine

A second convoy including vehicles and equipment has been sent by fire and rescue services across the UK to assist the humanitarian effort in Ukraine.

Coordinated by FIRE AID, The National Fire Chiefs Council (NFCC) and the wider sector, all items will be sent onto those that need them.

As part of the second convoy, Royal Berkshire Fire and Rescue Service has

donated two fire engines, with firefighting equipment stowed on-board.

Six members of staff volunteered to drive the vehicles, firstly to Ashford Fire Station for a day of orientation training, before departing for Poland on 21 April and returning on 24-25 April.

Alongside other fire and rescue services, the Service have donated this equipment through the National Fire Chiefs Council to assist the emergency services in their response and we stand in solidarity with our fellow emergency responders in Ukraine.

A further two vehicles are being prepared by our Service for donation and it is intended that they will follow a similar route and updates will be provided in due course.

The Chairman thanked everyone who volunteered to support this effort.

Armed Forces Veteran's Hub

The second in-person Armed Forces Veteran's Hub was held at Whitley Wood Fire Station on 30 March.

This initiative supports our armed forces community to connect with fellow veterans and organisations that can provide support, advice and guidance.

Our continued pledge to hosting these Veteran's Hub at fire stations across Berkshire exemplifies our ongoing commitment to supporting the Armed Forces Covenant.

The Chairman thanked everyone who took part on the day.

Fire Engineering Lead achieves MSc

The Chairman congratulated Emily Gregory, Fire Engineering Lead for her achievement in a Masters Degree, in Fire Engineering from University of Ulster. Emily is one of two members of staff funded by the Authority to study Fire Engineering at Ulster. This investment was part of the Authority's approach to increase investment in protection activities.

This was an extremely demanding course but despite this, Emily also achieved an award for the best dissertation and a Distinction.

The personal and professional investment Emily has made in completing the course is already proving invaluable to Protection work.

Farewell to Members

The Chairman announced Councillors Ross and Stanford-Beale will be standing down in May.

Councillor Ross joined the Fire Authority on 6 September 2000. He saw the establishment of Thames Valley Fire Control Service (TVFCS) and has served as a TVFCS Joint Committee Member since it was established in 2015, and was Chairman of this Committee in the last 12 months. He is also Lead Member for Strategic Assets and Chairman of Property Development Working Group. He was central in the development of the refurbishment and build of tri-emergency service Fire Stations in Hungerford, Crowthorne and Theale, and has been an integral representative in the Armed Forces Veteran Hub, as Armed Forces Member Honorary Champion.

The Chairman presented Councillor Ross with a Firefighters axe, as a small token of appreciation because of his exceptional long service.

Councillor Stanford-Beale joined the Fire Authority for one year in 2015/16, and was reappointed on 26 June 2019. She has served on Audit and Governance Committee and, on behalf of RBFA, was a member of the Task and Finish Group that developed a response to the NFCC Consultation – Fit for Future in November 2020. In early 2021, in her role as Chief Executive Officer of Autism Berkshire, Jane was awarded Census 2021 community hero Purple Plaque award, for her work serving families living with autism during COVID-19.

On behalf of the Fire Authority, the Chairman thanked her for her contribution to the Fire Authority.

The Vice –Chairman thanked Councillor Ross for his service to the Fire Authority and Wokingham Borough Council.

62. ISSUES ARISING FROM THE AUDIT AND GOVERNANCE COMMITTEE

There were no issues arising from Audit and Governance Committee.

63. QUESTIONS FROM MEMBERS UNDER STANDING ORDER 30

There were no questions from Members under Standing Order 30.

64. NOTICES OF MOTION UNDER STANDING ORDER 44

There were no notices of motion under Standing Order 44.

65. RECOMMENDATIONS OF COMMITTEES

Item 15, Adoption of Fire Authority Member Code of Conduct was recommended from Audit and Governance Committee on 23 March 2022.

66. CORE CODE OF ETHICS FOR FIRE AND RESCUE SERVICES (ENGLAND) - PRESENTATION

Nikki Richards, Deputy Chief Executive (DChx), delivered a presentation on the National Fire Chiefs Council (NFCC) and Royal Berkshire Fire and Rescue Service (RBFRS) Employee Code of Conduct.

She reported the driver for the implementation of Fire and Rescue Services Code of Ethics came from State of Fire and Rescue 2019 report, which stated the following, *‘ By December 2020, the National Fire Chiefs Council, with the Local Government Association, should produce a code of ethics for fire and rescue services. The code should be adopted by every service in England and considered as part of each employee’s progression and annual performance appraisal’.*

Nikki Richards stated she was involved in the creation of the code and the purpose was to provide:

- Clarity throughout the sector
- Clear understanding for the general public on the expected standards of professional behaviour
- Fire and Rescue Service (FRS) personnel shall follow the fundamental principles set out within the Code of Ethics and FRS’ will utilise the core code as a baseline to develop their own values, vision, mission and strategic business plans
- FRS’ should ensure the principles within the code become part of working life
- All FRS personnel are expected to use the Code to guide behaviour at all times – whether at work or away from work, online or offline

She reported the New RBFRS Employee Code of Conduct had embedded the five principles of the NFCC Code of Ethics below, recently approved by Audit and Governance Committee.

- Putting our Communities First
- Integrity
- Dignity and Respect
- Equality, Diversity and Inclusion
- Leadership

She stated similarly, aligning with Members, a recommendation has been made to the Fire Authority later in this agenda to adopt the Local Government Association (LGA) Members Code of Conduct, which also embeds the NFCC Code of Ethics.

For copies of the presentation, please contact committeeteam@rbfrs.co.uk

67. BUILD ENVIRONMENT PRESENTATION

Noosha Churchill, Built Environment Manager delivered a presentation to update Members on the Built Environment Programme (BEP). She reminded Members, BEP was established in early 2020 in response to 46 recommendations outlined in Phase One report of the Grenfell Inquiry.

She stated only 29 of those recommendations were specifically aimed at Fire and Rescue Services, however, all 46 have been incorporated within BEP. Although 17 recommendations were not fire related specific, the BEP were making recommendations to Responsible Persons, which were reliant on legislative changes.

Noosha reported BEP was entering into the final stages of the programme and the focus was on embedding and assurance changes that have been implemented across the service. For example, a number of assurance exercises planned until the end of 2022, such as Communications, Incident Command, testing new equipment and mass evacuation.

The team were taking the opportunity to meet with Watches and were working with Protection and Policy Reform Unit within NFCC and Building Advisory Committee to become a delivery partner for the Golden Thread.

The use of Equality Impact Assessment (EIAs) had enabled the team to identify areas of work that required adjusting, for example, how we communicate with residents of high rise buildings.

She listed good practice shared with partners, both internally and externally, such as:

- Sharing Learning Management System (LMS) packages with other FRSs' including the external cladding systems package
- Programme documents with other projects within the organisation
- Thames Valley partners attend BEP workstream meetings
- Cross border exercises with partner agencies and local authorities

Specifically referencing the High Risk Residential Building (HRRB) project, Phase One was completed last year. Noosha reported HRRB project was currently in Phase Two and the team were continuing to manage buildings that were not compliant during Phase One. She stated, 13 buildings in Berkshire have had their cladding removed with a further 20, was in the process of having their cladding removed.

She stated the findings of the Phase Two of the Grenfell Inquiry was due to be released at the end of this year, of which, it is expected a further 40+ recommendations could be made. She thanked the Fire Authority for its investment and support provided, along with additional funding received from Government.

In response to a question from the Chairman, Ivan Spoor, Group Manager,

reported HRRB team were visiting buildings monthly and was confident, by the end of December 2022, that remaining HRRBs would be able to be returned to the management of Hub Protection teams. However, he added there were some buildings that were in the process of remedial work, which could take years.

In response to a supplementary question from the Chairman, Ivan Spoor reported support from Unitary Authorities was received via East, West and Central Hubs within the Service.

Councillor Gittings asked whether Officers were confident that another Grenfell type incident would not occur in Berkshire because of the materials and approaches being used by developers. Mark Arkwell, Deputy Chief Fire Officer (DCFO) stated he was confident that RBFRS were supporting and regulating buildings appropriately and that he welcomed improvements across the built environment such as the planned introduction of the Building Safety Regulator that would improve design, construction and management of these types of buildings.

For copies of the presentation, please contact committeeteam@rbfrs.co.uk

**68. ROYAL BERKSHIRE FIRE AND RESCUE SERVICE (RBFRS)
EQUALITY, DIVERSITY AND INCLUSION OBJECTIVES (EDI) AND
PRESENTATION**

Becci Jefferies, Head of Human Resources and Learning and Development (HHR&L&D) introduced the report and handed over to Chloe Duncan, Equality, Diversity and Inclusion (EDI) Co-ordinator.

Chloe reported the Equality Act 2010 requires organisations to set equality objectives at least every four years. Four objectives were revised to reflect the same themed priorities in the previous objectives, which went out for a five-week public consultation from 28 February – 4 April 2022.

Chloe Duncan provided a summary of the demographics of respondents that participated in the EDI consultation. The largest response group was from West Berkshire (22.29%) total 35. The gender identity, majority female was a contrast to the previous consultation and ethnicity of the respondents was similar to previous Roayl Berkshire Fire and Rescue Service (RBFRS) consultations. The majority of respondents had identified themselves as White British.

Chloe Duncan stated the Service received 252 responses to the consultation and 180 completed answers. She provided the percentages, number of responses received and provided some detail of whether the comments received were positive or negative.

On 12 April 2022, an EDI Workshop was held and chaired by Councillor Tina McKenzie-Boyle, Honorary EDI Champion. The workshop made small alterations to the proposed objectives and suggested producing clarifying

statements around the meaning of each objective when they were published. Chloe stated the revised four objectives, subject to Fire Authority approval were listed in paragraph 3.8 of the report.

Chloe Duncan reported, subject to Fire Authority approval of revised EDI Objectives, the EDI Action Plan will be updated and highlighted some of the initiatives the Service was participating in or had implemented, which were:

- Neuro-inclusive Interview Room based at Headquarters
- Five Shires Collaboration – five FRS' look at equality data. NFCC have created a data toolkit. The NFCC have recently acknowledged that there are disparities in the way in which Fire and Rescue Services gather and report on equality and diversity data, with there being no unified or agreed process on what data to collect, how and when to collect it or how to use it. The EDI Data Toolkit has been designed to support ongoing work within Five Shires, to look at the different kinds of analytics. This will further support the Service in evidencing our inclusive culture, the progress made and also identify additional areas for improvement for our staff and the communities we serve. This can therefore usefully feed back into the objectives and how we consider our progress over the next four years.
- Chairman's Internship Scheme – received 50 applications and shortlisted 20 candidates. The project team were in the process of arranging recruitment and selection activities for candidates.

In response to a question from the Chairman, Chloe Duncan stated the consultation overall received a positive response and many responses to comments offered feedback such as, further support or training for staff.

Councillor Gittings stated the comments received was from the majority of respondents that identified themselves as White British. He asked, what was the Service doing to obtain views from diverse communities in participating in surveys? Chloe reported the Service continue to explore different ways of engaging with communities and provided examples, such as, Positive Action 'Have a Go' days and pre-engagement activities that were held as part of the Chairman's Internship.

Becci Jefferies reported the Service had established a list of community contacts and a range of social media platforms had been adopted. She added the Service had done a lot of work around Equality Impact Assessments (EIA).

Nikki Richards reported the consultation was sent to 900 community groups and the list was growing. She stated she was hopeful young people recruited as part of the Chairman's Internship Scheme could also act as advocates.

In response to a question from Councillor Swaddle, Becci Jefferies reported some of the ways the Service will be able to identify progress, was by the refresh of the Action Plan, building on some of measures that were already in place, NFCC National Toolkit, Five Shire's Collaboration benchmarking and staffing data.

The Chairman asked whether the above would be achieved by using SMART objectives/measures? Becci Jefferies reported some actions would be measured against SMART objectives, others, will be measured against how activities have been delivered. For example, using the EIA process, we have been able to determine whether we need to make changes to how we deliver our Services.

Chloe Duncan reported EDI updates were regularly provided to Strategic Performance Board (SPB) and Audit and Governance Committee (A&GC) meetings and added the Service were exploring EDI engagement and activities with Five Shire Fire and Rescue Services.

In discussing Equality of Access, Nikki Richards reported the Fire Service sector were working hard on looking how we provide our statutory duties by looking at referrals and different ways of working with our communities.

The Chairman moved the recommendations and it was seconded by Councillor Tina McKenzie-Boyle.

RESOLVED that:

- 1) The contents of the report, be noted, and
- 2) The new proposed objectives detailed at 3.8 of the report be adopted and published, be agreed.

For copies of the presentation, please contact committeeteam@rbfrs.co.uk

69. AUTOMATIC FIRE ALARM (AFA) CONSULTATION RESULTS - SUMMARY REPORT AND PRESENTATION

Councillor Smith, Community Risk Management Plan (CRMP) Lead Member reported the consultation had been a complex issue. The consultation was agreed by the Fire Authority in November 2021. 99% of calls were false alarms, which was a burden on Royal Berkshire Fire and Rescue Service (RBFRS). He stated the consultation only related to shops and office buildings.

Katie Mills, Assistant Chief Fire Officer (ACFO), reported RBFRS received on average, 2,200 Automatic Fire Alarms (AFA) attended every year or 99% of AFA were false alarms, placing a significant burden on RBFRS. Option A on page 81 of the agenda pack set out the proposal for change, which only applies to low rise buildings.

The Service delivered a robust consultation, communities were engaged with via the Service Hub Teams. Option A, was the preferred option and the recommendation set out in the report was seeking Members to adopt Option A.

Councillor Ross asked, if the Fire Authority adopted Option A, where would this put the Service in relation to other FRS'? Katie Mills reported other FRS' have

made a more stringent approach in how they respond to AFA's and she stated that the recommendation was modest. The intention of Option A, if approved, will enable officers to evaluate whether the burden has reduced, with the potential to recommend further steps.

The Vice-Chairman asked how would organisations know of the change of process, if the Fire Authority adopted Option A? Katie Mills reported that the Service were working with Responsible Persons and that it was a requirement for them to fulfil their legal duties. Internally, Thames Valley Control Service (TVFCS) would be informed in order to implement the change.

Councillor Werner commented he was impressed with the animated consultation video, however stated it was difficult for him to make a decision based on the low respondent figures.

Katie Mills reported Equality of Access sets out how the Service intend to learn and improve consultations. For example, lessons would be learnt and what worked well from the use of the animated consultation video.

The Chairman moved the recommendations and it was seconded by Councillor Smith.

The Chairman thanked Members of the AFA Task and Finish Group. He acknowledged 50% of respondents were staff and 62% of the response were in favour of Option A.

Councillor Smith stated 62% was a clear majority and added compared to other FRS', Option A was generous. Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICSFRS) will be looking at how FRS' have made improvements and increased public safety.

The Vice-Chairman stated she was in support of Option A. The current position was that it was wasting resources and that if Option A was adopted, it would be one of the most generous changes in the country. She asked whether data could be provided in one year to determine whether there were any casualties by adopting this change?

Councillor Gittings responded by stating he recently received data from Doug Buchanan, Area Manager Response and Resilience in relation to fire incidents in Reading, September 2021. He stated there were 180 Fire incidents, 62 were false alarms and 24 were false alarms with intent. He added that if the above number were reduced, HMIC Inspectors would see a positive change.

Councillor Werner repeated it would be difficult for him to make a decision, due to 62% was a low respondent figure in his view. He stated he would support Option A be adopted on a trial basis for one year, which could be reverted back to the current system.

The Chairman clarified the proposal was for daytime only, and at night, crews would be mobilised. He added Firefighters could be used more to prevent fires

e.g. Safe and Well Visits.

Unanimously **RESOLVED** that:

- 1) The results of the consultation as set out in the summary report at appendix A , be noted and considered.
- 2) Officers' recommendation to adopt Option A, be agreed.

For copies of the presentation, please contact committeeteam@rbfrs.co.uk

The meeting was adjourned and reconvened after five minutes, at this point.

70. ANNUAL PLAN 2022/23

Nikki Richards, DCHx corrected a small typo on page 138 of the agenda pack and stated the Annual Objectives should be read as 2022/23, and not 2021/22.

Becca Chapman, Data Performance and Risk Manager summarised the components of the Annual Plan 2022/23 and stated it was in a similar format as previous years. She reported of the proposed changes to the Corporate Measures, which were a result of our maturing understanding of risk in our communities, evaluation of our current practice, and alignment to indicators used by the Home Office and Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS). She listed the changes in 3.6.1 to 3.6.5 of the report.

Becca Chapman stated the draft Annual Plan was usually considered by the Audit and Governance Committee prior to Fire Authority approval, however, the ongoing impact of COVID-19 delayed production of the draft Plan. To expedite approval and publication, the Plan was presented directly to the Fire Authority.

The Chairman moved the recommendation and it was seconded, by the Vice-Chairman.

The Vice-Chairman suggested it would have been useful to have targets met last year and by how much, as trend data.

RESOLVED that:

The Annual Plan 2022/23 for publication, be approved.

71. ADOPTION OF ROYAL BERKSHIRE FIRE AUTHORITY MEMBER CODE OF CONDUCT

Graham Britten, Monitoring Officer, reported this item was first brought to the Fire Authority in November 2020, which agreed a review of the Members' Code of Conduct in 21/22, in line with the Committee on Standards in Public Life's recommendations.

Following approval by the Audit and Governance Committee at its meeting on 24 January 2022, the draft Code of Conduct was subject to a 6-week period of consultation.

The draft Code of Conduct was based on the Local Government Association (LGA) Model Code of Conduct that was finalised in May 2021. In referring to Appendix A, he stated the proposed changes or additions were shaded in yellow for ease of reference.

Additions included the incorporation of the NFCC's Core Code of Ethics to mirror the standards of behaviour expected of RBFERS employees throughout the service.

One change from the LGA Model Code, which members of the Audit & Governance Committee requested, was the threshold for declaring gifts and hospitality to remain at £25 rather than be increased to £50.

A summary of the consultation responses were found at pages 191 to 206 of agenda packs; and some narrative about the responses, included at paragraph 3.5 of the cover report at pages 166 and 167.

Three Unitary Authorities, (Royal Borough of Windsor and Maidenhead, Wokingham Borough Council and Slough Borough Council) have adopted the LGA Model Code of Conduct with small differences requested at their respective authorities. For example, Windsor and Maidenhead and Wokingham have maintained the threshold for the value of gifts and hospitality to declare at £25, whereas Slough has adopted the LGA's increase in value to £50.

At its meeting on 23 March 2022, Audit and Governance Committee considered the consultation responses and unanimously agreed that the draft Code of Conduct be recommended to this full Authority meeting for approval.

In answer to Councillor Werner, Graham Britten confirmed Members were required to declare a gift or hospitality within 28 days to the Monitoring Officer.

The Chairman moved the recommendation and it was seconded, by Councillor McKenzie-Boyle.

Councillor Linden supported the adoption of the Code of Conduct and stated that he hoped other Unitary Authorities would adopt the LGA Code of Conduct.

RESOLVED that:

- 1) The results of the Draft RBFA Member Code of Conduct Consultation (Appendix B), be noted; and
- 2) The adoption of the RBFA Member Code of Conduct (Appendix A), be agreed.

72. IMMEDIATE DETRIMENT FRAMEWORK

Becci Jefferies, Head of Human Resources and Learning and Development, (HHR&L&D) stated the report provided the latest position on the McCloud and Sergeant ruling. She informed Members, Management Committee at its meeting on 7 December 2021 agreed partial adoption.

On 5 April 2022, information relating to the impacts of adopting the Framework for 'Category 2' was brought to the attention of the Chief Fire Officer, and subsequently the report that was due to be considered by Management Committee on the above date, was withdrawn.

Following examination of this new information, the recommendation was seeking the Authority does not adopt the Immediate Detriment Framework for Category 2 members, until the impacts of the tax system to individuals, employers and Scheme Managers were clarified.

Becci Jefferies also stated secondary legislation was due to be released later this year, to address complex matters. She stated, subject to Fire Authority decision, she would inform the 12 'Category 2' members.

The Chairman moved the recommendation, which was seconded by Councillor Benneyworth.

The Chairman stated the importance of this paper and that it affected 12 colleagues, he added, the counsel received was that we protect our members from undue pressure.

RESOLVED that:

- 1) The contents of the report, be noted;
- 2) The Authority does not adopt the Immediate Detriment Framework for Category 2 members at this time, be agreed.

73. 2022/23 CORPORATE CALENDAR

Nikki Richards, DChx, presented the report and stated the report was seeking Members formally agree the Corporate Calendar. Democratic Support had identified a meeting clash with Management Committee and a Unitary Authority Council meeting on 19 July, and was proposing Management Committee be moved to be held on Monday 18 July 2022.

She stated 2022/23 Corporate Calendar meeting dates will be added to Members calendars shortly after Annual meeting appointments were made in June 2022.

RESOLVED that:

- 1) July 2022 Management Committee is moved to Monday 18 July 2022, be agreed; and
- 2) The remainder of the 2022/23 Corporate Calendar dates (excluding Thames Valley Fire Control Service (TVFCS) Joint Committee meeting dates)), be agreed.

74. LEAD MEMBER AND MEMBER CHAMPIONS ANNUAL REPORT

The appendices listed from A – H detail Annual reports from Lead Members and Member Champions.

RESOLVED that the reports, be noted.

75. FORWARD PLAN

RESOLVED that the Forward Plan, be noted.

76. DATE OF THE NEXT MEETING

Thursday, 30 June 2022, 6.30pm at Royal Berkshire Fire and Rescue Service Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD.

(The meeting concluded at 8.52pm)

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ROYAL BERKSHIRE FIRE AUTHORITY REPORT



COMMITTEE	FIRE AUTHORITY
DATE OF MEETING	30 JUNE 2022
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 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 **APPOINT** nominations received from the Group Leaders into the Audit and Governance Committee and Management Committee and to appoint the ungrouped Member (**Table 5**);
- 2.2 **AGREE** nominations received for Special Responsibility Allowance roles in **Table 6**;
- 2.3 **AGREE** nominations received for the appointments listed in **Tables 7 – 10**; and
- 2.4 **AGREE** Role Descriptions for Royal Berkshire Fire Authority Members (attached as Appendix A).

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3. **REPORT**

- 3.1 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.
- 3.2 The Fire Authority has 20 seats and this year are comprised of 9 Conservative Members, 5 Labour Members, 5 Liberal Democrat Members and 1 Green Member.
- 3.3 In March 2022, 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 electors from each Unitary Electoral Services department.

Table 1

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

- 3.4 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 will be allocated subject to confirmation that all of the political groupings remaining affiliated by political party alone and thereby the Green Member remains ungrouped.

Table 2

Total number of Royal Berkshire Fire Authority Members

Total number of Fire Authority Members	Conservative	Labour	Liberal Democrats	Green
20	9 = 45%	5 = 25%	5 = 25%	1 = Ungrouped

Table 3

Total number of places on Management Committee

Total number of places on Management Committee	Conservative	Labour	Liberal Democrats	Green
11	11 x 45% = 4.95 (5 seats)	11 x 25% = 2.75 (3 seats)	11 x 25% = 2.75 (3 seats)	
By agreement of the Labour Group Leader		(2 seats)		(1 seat)

- 3.5 **Table 3:** (above) first cut of figures gives an entitlement of seats to 4 Conservatives, 2 Labour, 2 Liberal Democrats; and 0 seats to Green, with Conservative, Labour and Liberal Democrats closest to entitlement to the ninth, tenth and eleventh seats.
- 3.6 If the Green Member remains ungrouped the Local Government and Housing Act 1989, Schedule 1, paragraph 3(2) provides that ‘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.’
- 3.7 The Local Government (Committees and Political Groups) Regulations 1990 (SI 1990/1553), Regulation 16(1) provides that “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):
- 3.7.1 (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."
- 3.7.2 (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 make appointments as to secure that the persons appointed to those seats are not members of any political group.*"
- 3.8 **Table 4:** (below) first cut of the figures gives an entitlement of seats to 4 Conservatives, 2 Labour, and 2 Liberal Democrats, with Green receiving 1 the ninth seat by application of Regulation 16(1) of the Local Government

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(Committees and Political Groups) Regulations 1990 (SI 1990/1553),
Regulation 16(1)

Table 4

Total number of places on Audit and Governance Committee

Total number of places on Audit and Governance Committee	Conservative	Labour	Liberal Democrats	Green
9	9 x 45% = 4.05 (4 seats)	9 x 25% = 2.25 (2 seats)	9 x 25% = 2.25 (2 seats)	
By agreement of the Labour and Liberal Group Leaders		(3 seats)	(2 seats)	

- 3.9 This year, due to the results of local elections in Reading, Wokingham and Slough Borough Councils, the political balance of the Fire Authority has changed.
- 3.10 In addition, Berkshire Unitary authorities have made changes to their Member nominations and this year, six new Members will be appointed to the Fire Authority. Councillors Haqeeq Dar, Sandra Malik, Morag Malvern, Dave McElroy, Biyi Oloko and Mike Smith.
- 3.11 Table 5 below shows the number of seats available on each committee per political group. Table 6 shows Special Responsibility Allowance (SRA) positions available.
- 3.12 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).
- 3.13 Table 7 shows two seats for RBFA Member representation on TVFCS Joint Committee and two substitute Members. One TVFCS Joint Committee seat only attracts a SRA when that Member is nominated Chairman. The appointment of TVFCS Joint Committee Chairman is made on an annual rotational basis between appointed Members of RBFA, BMKFA and OCC. This year, a Member from Buckinghamshire and Milton Keynes Fire Authority will be elected as Chairman of TVFCS Joint Committee.
- 3.14 The quorum for each Working Group listed in table 8 is three. Members may nominate more than three Members per Working Group. Additional cross party Working Groups may be established during the year, at the discretion of the Chairman, subject to business need.

- 3.15 Outlined in Table 10 shows Armed Forces and Equality, Diversity and Inclusion (EDI) Honorary Member Champions do not attract a SRA. Appendix A provides further detail to the Member roles outlined in this report.
- 3.16 Every four years, an independent review is held on the Scheme of Allowances. The last review was held in September 2019 and on 24 October 2019, the Fire Authority agreed South East Employers recommendation with the exception that indexation references be effective from the start of the financial year. (Minute reference 24). The Fire Authority also approved South East Employers recommendation of one Special Responsibility Allowance (SRA) only rule be maintained and no more than 10 SRAs should be paid at any one time.

‘Currently, the Members’ Allowances’ scheme specifies that a member who holds more than one remunerated post is eligible to receive one SRA only, normally it would be the higher SRA. While the 2003 Regulations do not prohibit members from receiving more than 1 SRA, it is a condition that is normally placed in Members’ Allowances’ schemes, dependent on whether they are principal or joint authorities. All six of the nominating councils specify in their Members’ Allowances’ scheme that regardless of remunerated posts held only 1 SRA is payable (SEE Members Allowance Survey 2018).

It is recommended that the 1-SRA only rule be maintained and specified in the RBFA Members’ Allowances scheme.

Confirming the cap of 10 SRAs payable at any one time

Presently, the RBFA Members’ Allowances scheme specifies that no more than 50% of members can be paid an SRA at any one time,

The 2003 Regulations do not prohibit the numbers or proportion of an authority’s membership that may receive an SRA. However, the 2006 Statutory Guidance (paragraph 72) points out that:

If the majority of members of a council [or joint authority] receive a special responsibility allowance the local electorate may rightly question whether this was justified.

It is difficult to justify a situation whereby a majority of members are deemed “special” through the receipt of an SRA. It is counter intuitive. The cap of 10 SRAs payable for RBFA represents 50% of the membership and is typically known as the “50% rule” where it is specified in members’ allowances schemes.

Consequently, it is recommended that no more than 10 SRAs should be paid at any one time.¹

¹Item 9 Appendix A South East Employers Independent Review of Members’ Allowances for the Royal Berkshire Fire Authority –Fire Authority Agenda on 24 October 2019.

Table 5

<p>Audit and Governance Committee (9 seats)</p>	<p>(Con) (Con) (Con) (Con) (Lab) (Lab) (Lab) (Lib Dem) (Lib Dem)</p>
<p>Management Committee (11 seats)</p>	<p>(Con) (Con) (Con) (Con) (Con) (Lab) (Lab) (Lib Dem) (Lib Dem) (Lib Dem) (Green- ungrouped)</p>

Table 6 – Special Responsibility Allowance Roles

<p>Position Chairman of Authority Vice-Chairman of Authority Chairmen of Committees Lead Members x 4 -Budget and Income Generation -Community Risk Management -Strategic Assets -Collaboration Opposition Group Leaders x 2 Member Champions x 3 -Community Safety</p>

<p>-Safety, Health, Fitness and Wellbeing -Organisational Development RBFA Chairman of Thames Valley Joint Committee (if applicable)</p>
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Table 7

TVFCS Joint Committee (2 seats)	TVFCS Joint Committee representative TVFCS Joint Committee representative
Two substitute Members for TVFCS Joint Committee representatives	TVFCS Joint Committee (substitute) TVFCS Joint Committee (substitute)

Table 8- Working Group appointments

Member Development Working Group – minimum three Members
Property Development Working Group – Minimum three Members

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

Appointments to outside bodies	LGA representative LGA representative's substitute
---------------------------------------	---

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

Honorary Member Champion	Armed Forces Champion Equality Diversity and Inclusion Champion
---------------------------------	---

3.17 The election and nominations for appointments of the Chairman and Vice-Chairman of Management Committee and Audit and Governance Committee will be held on the rising of the Annual Fire Authority meeting.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

4.1 Not applicable.

5. FINANCIAL IMPLICATIONS

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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 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.

10.3 Monitoring Officer

Report sponsor.

11. BACKGROUND PAPERS

11.1 RBFA Scheme of Allowance – February 2022.

11.2 Fire Authority 24 October 2019 Agenda and Minutes.

12. APPENDICES

12.1 Member Role Descriptions (Appendix A).

13. CONTACT DETAILS

13.1 Fayth Rowe (Democratic Support Lead) 0118 938 4611

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ROYAL BERKSHIRE FIRE AUTHORITY

Member Role Description

June 2022



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Appendix A

INTRODUCTION

This document 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 of the Member roles listed below are appointments made annually at the Annual Fire Authority meeting held in June; or, whenever a vacant position becomes available mid-year.

- Member of the Fire Authority
- Chairman and Vice-Chairman of the Fire Authority
- Chairman and Vice-Chairman of Fire Authority Committees
- Fire Authority Lead Member
- Fire Authority Member Champion
- Fire Authority Honorary Member Champion
- Local Government Association Fire Commission Representative; and
- Thames Valley Fire Control Service Joint Committee 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 participate in Fire Authority meetings, reaching and making informed and balanced decisions, and overseeing performance
- To participate in informed and balanced decision making on Fire Authority committees to which they might be appointed
- 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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Appendix A

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

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 mediate fairly and constructively, and encourage trust by representing all sections of the community
- Councillors will act ethically, consistently and with integrity when communicating values or representing group views in decisions and actions

4 Allowance

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

FIRE AUTHORITY CHAIRMAN (AND VICE-CHAIRMAN) ROLE DESCRIPTION

5 Chairman - Role and Purpose of Activity

5.1 In addition to Member Role description in sections 1 – 3, the Fire Authority Chairman 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 preside over meetings of the Authority, so that its business can be carried out effectively and efficiently
- To ensure that the Authority conducts its meetings in line with the Authority's Standing Orders

5.2 Managing and leading the work of the Authority

- To ensure the effective running of the Authority by managing the forward work programme and ensuring its continuing development
- 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, Risk Reduction 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 or 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-Chairman

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

- To assist the Chairman 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 Chairman and Vice-Chairman of Royal Berkshire Fire Authority are entitled to receive a Special Responsibility Allowance in line with Member Scheme of Allowance.

CHAIRMAN AND VICE CHAIRMAN OF A COMMITTEE

6. Committee Chairman

6.1 Provide leadership and direction

6.1.2 In addition to Member Role description in sections 1-3, the Committee Chairmen 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-Chairman

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

6.5 Allowance

- 6.5.1 The Chairman 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 have allocated the following Lead Member roles:

- Budget and Income Generation
- Community Risk Management Plan
- Strategic Assets; and
- Collaboration

7.2 Role and Responsibilities

7.2.1 In addition to Member Role description in sections 1-3, Lead Members are required:

- To represent area of business to Members on the Management Committee and / or Fire Authority.
- To understand appointed area of business within the Fire Authority.
- To lead and support local initiatives related to the interest.
- To represent the position of the Fire Authority to the community in relation to the interest.
- To understand the Fire Authority's Strategic Commitments and policy direction.
- To engage with a range of members and officers around the area of business in and out of Committee meetings.
- To be the first point of contact for Directors / Head of Service in briefing / liaising and updating areas of business.
- To receive regular updates on the progress of their area of business.
- To be involved in the content of the report to be presented to Management Committee and / or Fire Authority.
- To provide assurance to the Management Committee and / or Fire Authority that recommendations and decisions arising from the business area are

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

- To introduce reports on their area of business to Management Committee and / or Fire Authority, and if necessary establish Task and Finish Groups or Working Parties to provide additional Member involvement in specific areas of business.
- To attend conferences/seminars relevant to area of business.
- To be a recognised media contact.
- To publish an annual report on work undertaken for consideration by the Fire Authority.

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 CHAMPIONS

8 Member Champion

8.1 The structure of the Fire Authority allocates the following Member Champions:

- Community Safety Champion
- Safety, Health, Fitness and Wellbeing Champion
- Organisational Development Champion

8.2 Roles and Responsibilities

8.2.1 The roles and responsibilities outlined below have been created to align to Royal Berkshire Fire Authority's Strategic Commitments and to make the best use of a Member's experience and interest, whether gained in their constituent authority, working life or through a personal hobby.

8.2.2 In addition to Member Role description in sections 1-3, Member Champions are required:

- To promote their area of interest both within and outside the Fire Authority
- To act as an advocate on their area of business within and outside the Fire Authority
- To work alongside officers in making contact with local organisations and the community to establish effective and regular consultation arrangements with those organisations
- To represent the views of such organisations to the Fire Authority
- To become familiar with the needs and priorities of the relevant section of the community, or range of activities concerned, and to weigh up interests expressed in order to provide sound advice on the implications of alternative courses of action.
- To feedback decisions of the Fire Authority and to explain the Fire Authority's position on specific issues of concern to relevant organisations and to individuals involved.

- To attend meetings / conferences related to their area of business on behalf of the Fire Authority
- To publish six month and annual reports on work undertaken for consideration by the Fire Authority.

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 CHAMPIONS

9 Honorary Member Champion

9.1 The structure of the Fire Authority allocates the following Honorary Member Champion roles:

- Armed Forces Honorary Champion
- Equality, Diversity and Inclusion (EDI) Honorary Champion

9.2 Roles and Responsibilities

- To act as an advocate for Armed Forces and Equality Diversity and Inclusion.
- To attend meetings and events relating to the above.
- 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 the 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

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.
- 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 Chairman roles and responsibilities)
- To uphold and adhere to the principles set out in the TVFCS Partnership 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 publish annual reports on work undertaken and progress of TVFCS for consideration by the Fire Authority.
- 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 7.1 bullet four) 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 six month and 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.

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Appendix A

ROYAL BERKSHIRE FIRE AUTHORITY REPORT



COMMITTEE	FIRE AUTHORITY
DATE OF MEETING	30 JUNE 2022
SUBJECT	APPOINTMENT OF INDEPENDENT PERSONS
LEAD OFFICER	GRAHAM BRITTEN, MONITORING OFFICER
LEAD MEMBER	CHAIRMAN OF THE AUTHORITY
EXEMPT INFORMATION	NONE
ACTION	FOR DECISION

1. EXECUTIVE SUMMARY

1.1 This report recommends the appointment of three Independent Persons (IPs) by the Authority, following a recruitment process undertaken in collaboration with West Berkshire Council, for a term of four years expiring on the day before the Annual Meeting in 2026. In order to avoid running a recruitment process again prior to 2026 a pool of three substitutes is also recommended.

2. RECOMMENDATION

That the Fire Authority:

2.1 **APPROVE** that the following persons be appointed to serve as Independent Persons for the Authority until the Annual Meeting in 2026:

- (a) Lindsey Appleton
- (b) Alan Penrith
- (c) Mike Wall MBE

2.2 **APPROVE** that the following persons be agreed as appointable to serve as Independent Persons for the Authority until the Annual Meeting in 2026 in the event that any of the above-mentioned persons do not complete their tenures of appointment:

- (a) Julie Byrom
- (b) Avril Haubrich Jones
- (c) James Rees.

3. REPORT

- 3.1 At its meeting on 10 October 2017, the Fire Authority resolved to extend appointments of its Independent Persons (Mr Roger Penfold and Mr David Comben for a period of four years commencing 22 February 2018 to expire on the day before the AGM in 2022 (Min 32 FA 10/10/17).
- 3.2 Mr Penfold and Mr Comben have served as Independent Persons since February 2015, and have both, decided to step down from their appointments at the end of their term in June 2022. They have consistently made themselves available throughout the years, despite the infrequency of the requirement of their services. It would be remiss not to thank them for their commitment and availability to the Fire Authority for the last seven years.
- 3.3 A recruitment process for the appointment of Independent Persons for 2022/23 Municipal Year was conducted in collaboration with West Berkshire Council (WBC). The appointment process was led by Royal Berkshire's Democratic Support Lead from recruitment packs to the arrangement of interviews. The appointments were advertised on Royal Berkshire Fire and Rescue Service (RBFRS) and WBC websites and social media platforms. A total of seven applications were received.
- 3.4 One applicant withdrew their application prior to interview. Following an interview process, it is recommended that Lindsey Appleton, Mike Wall MBE, and Alan Penrith be appointed as Independent Persons for Royal Berkshire Fire Authority (see short biographies at Appendix A).
- 3.5 In addition, it is also proposed the Fire Authority approve a reserve list of appointable candidates consisting of Julie Byron, Avril Haubrich Jones and James Rees, in the event where the appointed are not able to fulfil their term (see short biographies at Appendix B)
- 3.6 Interviews with all six candidates were conducted on 5th and 6th April 2022 jointly by the Monitoring Officer and WBC's Deputy Monitoring Officer. The Monitoring Officer has met with the named persons in 2.1 and 2.2 and they are agreeable to their terms of office . On 10 May 2022, they were formally appointed by WBC on recommendation of the WBC Monitoring Officer.
- 3.7 Under the Localism Act 2011 the Fire Authority is required to appoint an Independent Person to advise in relation to allegations of breaches of the Code of Conduct by Members.
- 3.8 The Independent Person has three roles:-
 - (a) They must be consulted by the Fire Authority (Monitoring Officer) before any finding as to whether the member has failed to comply with the Code of Conduct, or a decision to take any action in respect of that member.
 - (b) They may be consulted by the Fire Authority in respect of a Code of Conduct complaint at any other stage; and
 - (c) They may be consulted by a member or co-opted member of the Fire Authority.

- 3.9 The recommendations achieve compliance with the Localism Act 2011 which requires the Authority to have in place arrangements for the determination of complaints against its Members which must include the appointment by the Authority of at least one Independent Person.
- 3.10 It is recommended that the Fire Authority has access to three Independent Persons in order to avoid a conflict situation arising during a complaints process. The role of Substitute Independent Person is not recognised by the Localism Act 2011.
- 3.11 The Independent Person must be appointed through the process of public advertisement, application and appointment by the Fire Authority.

Remuneration

- 3.12 An Independent Person is not a member of the Fire Authority and does not come within the Scheme of Members Allowances. In considering the Scheme of Members Allowances in 2019, South East Employers, the Independent Assessors, at the Fire Authority's invitation, also looked at the remuneration of the Independent Person (Min 24 FA 24/20/2019 refers). Their recommendation was that the Independent Person be paid £138 per meeting whenever called to attend any of the offices of the Fire Authority by the Monitoring Officer. This sum is also intended to cover any preparation that is required before such a meeting.
- 3.13 This recommendation was accepted by the Fire Authority at its meeting on 24 October 2019. (Min 24 FA 24/20/2019 refers), which the only exception that the indexation references be effective from the start of the financial year.
- 3.14 Allowances are indexed to National Joint Council 'Green Book' staff conditions, therefore to date, £144.49 has been incurred in respect of the services provided to the Authority by the incumbents.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 Not applicable.

5. FINANCIAL IMPLICATIONS

- 5.1 A successful recruitment campaign was undertaken using advertisements and application packs distributed via free online platforms.
- 5.2 The Independent Persons will be paid £144.49 per meeting whenever called to attend any of the offices of the Fire Authority by the Monitoring Officer. Independent Persons shall be entitled to claim travelling and subsistence allowances for the duties outlined in MA1 of the Member Scheme of Allowances.

6. LEGAL IMPLICATIONS

Since the introduction of section 28 of the Localism Act 2011, the Authority has been required to have in place at least one IP (a) whose views are to be sought,

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and taken into account, by the Authority before it makes its decision on an allegation of a breach of its Code of Conduct that it has decided to investigate, and (b) whose views may be sought (i) by the Authority and (ii) by a Member of the Authority if that person's behaviour is the subject of an allegation.

A person may not be appointed as an IP unless (i) the vacancy has been advertised, (ii) the person has submitted an application to fill the vacancy to the authority, and (iii) the person's appointment has been approved by the meeting of the full Authority.

No person can be appointed as an IP if he or she has been a Member or co-opted Member of the Authority within the five years preceding the date of the appointment.

The IP has no formal powers, and whilst their views must be 'taken into account', they do not have a decisive say on the outcome of an investigation. .

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 Not applicable.

8. RISK IMPLICATIONS

8.1 Not applicable.

9. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 Joint recruitment and sharing of Independent Persons with WBC.

10. PRINCIPAL CONSULTATION

10.1 Chief Fire Officer

10.2 Deputy Chief Executive

10.3 Head of Finance and Procurement

11. BACKGROUND PAPERS

11.1 Fire Authority Agenda 24 October 2019.

11.2 Member Scheme of Allowance 2022.

12. APPENDICES

12.1 Biographies of proposed Independent Persons listed in 2.1 and 2.2 (Appendices A and B)

13. CONTACT DETAILS

13.1 Graham Britten, Monitoring Officer gbritten@bucks-fire.gov.uk

13.2 Fayth Rowe, Democratic Support Lead rowef@rbfrs.co.uk

Independent Persons - biographies

Mike Wall MBE

I was born and raised in Tilehurst joining the Cunard Line as a Marine Engineer in the early 60s. Later I pursued a career in Retail which included Marketing, Staff Training and Security. Having children of school age I took a wide interest in Education which led to appointments from Berkshire County Council. In 2018 I was awarded an MBE for Services to Education.

Other appointments include. Board Member Reading Prison (Home Office), Magistrate (Lord Chancellors Office). Independent Member Police Misconduct Panel (Thames Valley Police). More recently Independent Person West Berkshire Council.

Lindsey Appleton

I left University after graduating with a Degree in Politics.

I worked at AWE, initially in the HR Department gaining a Post Graduate Diploma in Personnel and Development.

At AWE, I had a variety of roles including HR, Welfare and before retiring, became Head of Ethics. This involved investigating cases of alleged bullying, harassment and developing training in ethical behaviour.

Since 2000, I have been a serving Magistrate in Berkshire and for the past 15 years, a Presiding Justice. I have been an Independent Person for WBC for the past 6 years.

Alan Penrith

Alan Penrith served as a member of HM Diplomatic Service for 38 years. He held several appointments in London and served overseas in a variety of roles in Africa, North America, the Caribbean and the Middle East where he promoted UK interests and good governance. Latterly Alan specialised in national security issues, countering terrorism and serious organised crime.

Alan moved to regional policing in 2017 where he held a senior command position in the South East Regional Organised Crime Unit, working closely with police services and partners across the country. Alan lives in Berkshire and is now an independent consultant.

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Reserve Independent Persons – biographies

Julie Byrom

Julie has worked for over 30 years as a Dental Hygienist in NHS practices, Maxillofacial Surgery in hospital and Community Dental Services and has mentored and lectured Dental Nurses.

She now sits as a Fitness to Practise Panel Member at the General Dental Council (GDC). And as a Conduct Member at the National Register for Public Service interpreters (NRPSI).

She is the Independent Standards Person at Warrington and Hampshire Councils and a Remuneration Panel Member at Eastleigh Council.

Julie is a Dental Nurse Examiner and a Trustee Board Member at the National Examining Board for Dental Nurses (NEBDN).

Avril Haubrich Jones

Avril is a former Independent Non Executive Director and FTSE250 HR Board Director.

She currently works with Hampshire and Isle of Wight Councils as an Independent Person/ Chair of Review Panel/ Review Panel Member for the complaints department.

In addition she works as a volunteer for UK Athletics as an Appeal Panel Member and Chair for safeguarding appeal cases

As an Independent Non Executive, Avril has chaired the Nominations Committee and led development of a professional code of conduct for all directors

Avril has an MBA and is a Chartered CIPD and also a member of the Non-Executive Director Association (NEDA).

James Rees

The majority of my career was .in the pharmaceutical industry. I left as a Corporate VP responsible for total business activities over about a third of the world. I then became a Management Consultant working mostly at Director or Chairman level.

I was Chairman of the original WBC Standards Committee for 8 years and afterwards an Independent Person for 12 years.

Additional Public and Voluntary Work:

Rotary Club – 10 years

The Lions – 3 years

Samaritans – 18 years

Board Member of Watermill Theatre (charity) – 10 years

Commissioned in the RAF Regiment (5 years) and Territorial Army (10 years).

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ROYAL BERKSHIRE FIRE AUTHORITY REPORT

COMMITTEE	FIRE AUTHORITY
DATE OF MEETING	30 JUNE 2022
SUBJECT	FIREFIGHTERS' PENSION SCHEME 1992 DISCRETION ON ABATEMENT
LEAD OFFICER	BECCI JEFFERIES, HEAD OF HUMAN RESOURCES AND LEARNING AND DEVELOPMENT
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	FOR DECISION

1. EXECUTIVE SUMMARY

- 1.1 The Home Office Treasury (HMT) policy requires public service pensions to be abated in certain circumstances when an employee is re-employed following retirement. If an Authority decides not to apply abatement, it is responsible for paying an amount equivalent to the amount that would be abated into the pension fund until the member's new employment ends.
- 1.2 Abatement applies in the final salary Firefighters' Pension Schemes (FPS 1992, FPS 2006) where a member begins to draw their pension and remains employed or is re-employed. The general principle is that the new salary plus pension cannot exceed the previous salary. Abatement does not apply to the FPS 2015.
- 1.3 RBFA has adopted a policy of considering the re-engagement of its retired operational staff subject to certain conditions. In the event that re-engagement of a retiree takes place, their pension payments will be abated (up to 100%) to ensure that they do not earn more in retirement than they did immediately prior to their retirement.
- 1.4 This report seeks an exemption to the application of abatement in relation to Driver Trainers positions to increase the prospect of attracting applicants to these critical roles.

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2. **RECOMMENDATION**

That Fire Authority is invited to:

- 2.1 **AGREE** to exercise the discretion not to apply abatement to successful applicants for Driver Trainer roles where applicable.

3. **REPORT**

Background

- 3.1 The Home Office Treasury (HMT) policy requires public service pensions to be abated in certain circumstances when an employee is re-employed following retirement. Where an Authority decides that it will not apply abatement, the pension costs are borne by the Authority's operating account, rather than the pension account, until the scheme member leaves employment. .
- 3.2 Rule K4 of Regulations (SI 2013/1392) sets out that the fire and rescue authority by whom a pension is payable may, in their discretion, withdraw the whole or any part of the pension, except a pension under Part C (awards on death—spouses and civil partners), for any period during which the person entitled to it is employed by any fire and rescue authority in whatever capacity. Abatement applies in the final salary Firefighters' Pension Schemes (FPS 1992, FPS 2006). The general principle is that the new salary plus pension cannot exceed the previous salary. Abatement does not apply to the FPS 2015.
- 3.3 RBFA has adopted a policy of considering the re-engagement of its retired operational staff subject to certain conditions and in the event that re-engagement of a retiree takes place, the policy states that their pension payments will be abated (up to 100%) to ensure that they do not earn more in retirement than they did immediately prior to their retirement. A decision to exercise the discretion not to abate, must be made prior to advertising the position to which it applies.
- 3.4 As a consequence, where an authority exercises its discretion not to withdraw the payment in whole or in part of any pension under rule K4, the authority shall in the financial year in which payment is not withdrawn, transfer into the Pension Fund an amount equal to the amount of pension paid during that financial year to that person which could have been abated or withdrawn. The additional cost to the authority would be based on individual circumstances as outlined in section 3.10.

Driver Training

- 3.5 The driver training function sits within the Learning and Development department and provides training, development and assessment activity for emergency response driving. The departmental structure comprises two full time driver trainer positions (one with a lead responsibility) and two part time driver trainers, equating to an FTE of 2.62.

- 3.6 To train and assess staff across the range of vehicles and response arrangements, driving instructors require various driving and assessment qualifications that take time to achieve. These requirements are set out in the emergency response driver and instructor framework, which details the competency requirements to support the organisation's emergency response driving capability. This training framework aligns to those legal requirements that are relevant to fire and rescue services. New Driver Training regulations for emergency services vehicle drivers have come into force which have increased the duration and complexity of both the course being delivered and the competence of the instructors. Whilst this is intended to improve safety and professional standards which is welcomed, it makes attraction, recruitment and retention more difficult. In addition to the need to maintain the capacity of 2.62 FTE staff, RBFRS is currently working on a collaboration across the Thames Valley to both harmonise the driving standards and improve resilience with maximum efficiency to respond to the strengthened standards.
- 3.7 Following the departure of the two full time staff, a recruitment campaign to fill vacancies was undertaken. Insufficient applications were received (three completed applications for two vacancies) and no appointment was made. Amendment to internal delivery and support from neighbouring fire and rescue services is providing some assistance in meeting immediate need but further recruitment activity is now urgent.
- 3.8 The minimum entry requirement for the driver trainer position is a Category C licence (a HGV licence) and there is currently a shortage of HGV drivers in the UK that may impact the pool of applicants. There is potentially also a number of retired firefighters with this qualification who are deterred from seeking a full time role because of the abatement rules. Whilst the Service can accept some level of flexibility in the hours worked, the duration of some key driving courses (two to three weeks), means that a department comprising of only part time staff would not be effective in meeting Service needs.
- 3.9 Officers therefore consider that not applying abatement to successful applicants for Driver Trainer roles could increase the chances of attracting suitable applicants. Successful applicants will still be required to demonstrate suitability through fair process following advertisement in the usual way.

Additional Cost

- 3.10 It is not possible to identify the additional financial burden to the Service associated with not applying the discretion for these roles, as this will depend on a number of variables including: the individual's salary prior to retiring, their pension and the starting salary and hours to be worked. Any additional cost will be met from within the learning, development and training budget. Calculations based on potential applicants with eligibility to apply indicates a cost range of between £2k- £13k.

The Pensions Ombudsman

- 3.11 A recent determination by The Pensions Ombudsman (PO-25374) has identified that blanket application of a policy position can be potentially unfair

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and that cases should be considered on their merit. Officers will be reviewing all pension discretions in place as a result of this case and presenting these to the Authority in due course together with clarification on the governance arrangements.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 Commitment 6 – We will work with Central Government and key stakeholders in the interests of the people of Royal Berkshire.

5. FINANCIAL IMPLICATIONS

- 5.1 Government policy, set by HM Treasury, requires public sector pensions to be abated in certain circumstance when a public servant is re-employed following retirement. The purpose of abatement is to protect public funds. It limits the remuneration payable at any one time in respect of a particular job preventing both the cost of pay and pension falling to the public purse; it ensures that those who receive early pensions have that taken into account should they seek re-employment with the public sector and it generally protects public funds from abuse.
- 5.2 Where an authority decides not to apply abatement the cost of any pension will not be met by the pension fund account. The amount payable into the pension account in the event that a retired employee is re-employed will depend on a number of factors including the individual's salary prior to retiring, their pension, the starting salary and hours to be worked. Any additional cost will be met from within the learning, development and training budget

6. LEGAL IMPLICATIONS

- 6.1 A recent determination by The Pensions Ombudsman (PO-25374) has identified that blanket application of a policy position can be potentially unfair and that cases should be considered on their merit. Officers will be reviewing all pension discretions in place as a result of this case and presenting these to the Authority in due course together with clarification on the governance arrangements.

7. DIVERSITY AND INCLUSION IMPLICATIONS

- 7.1 The recommendation outlined in this report seeks to improve the applicant pool for driver training positions. Whilst the exemption to abatement has not been applied to other roles since the Fire Authority introduced its policy position, the criticality of these Driver Trainer position and inability to recruit through the recent recruitment process has given merit to this proposal. Successful applicants will still be required to demonstrate suitability through fair process following advertisement in the usual way.

8. RISK IMPLICATIONS

- 8.1 The ability to provide driver training is critical to managing organisational risk and ensuring the Service has sufficiently competent drivers to respond to emergencies. The potential consequences for not recruiting to vacancies in

this area is recorded on the corporate risk register and the action is the recommendation in this report which will contribute to minimising the risk by potentially opening up a wider pool of applicants.

- 8.2 Other actions to mitigate the current risk include flexing delivery of training, utilising the support of other fire and rescue services where possible and examining what provision can be procured to meet immediate needs.

9. CONSISTENCY WITH DUTY TO COLLABORATE

- 9.1 The opportunity to collaborate in the provision of driver training is being explored with the other fire and rescue services in the Thames Valley.

10. PRINCIPAL CONSULTATION

- 10.1 The Chief Fire Officer/ Chief Executive has been consulted on the contents of this paper.
10.2 The Monitoring Officer has been consulted on the contents of this paper.
10.3 The Chief Finance Officer has been consulted on the contents of this paper

11. BACKGROUND PAPERS

- 11.1 Rule K4 -Regulations (SI 2013/1392)
11.2 Pensions and Retirement Planning Policy
11.3 The Pensions Ombudsman - PO-25374
11.4 Fire Authority Report – abatement of pension on the re-employment of a firefighter 9 December 2009
11.5 Fire Authority Agenda and Minutes (11 October 2006) - “Re-employment of members of the Firefighters’ Pension Schemed following retirement”

12. APPENDICES

- 12.1 None.

13. CONTACT DETAILS

- 13.1 Becci Jefferies, Head of HR and Learning and Development 07776 225975

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ROYAL BERKSHIRE FIRE AUTHORITY



COMMITTEE	FIRE AUTHORITY
DATE OF MEETING	30 JUNE 2022
SUBJECT	ANNUAL REPORT ON GOVERNANCE
LEAD OFFICER	NIKKI RICHARDS, DEPUTY CHIEF EXECUTIVE
LEAD MEMBER	COUNCILLOR TINA MCKENZIE-BOYLE
EXEMPT INFORMATION	NONE
ACTION	DECISION

1. EXECUTIVE SUMMARY

- 1.1 To note the Annual Report on Governance detailing Member Attendance and Allowances in 2021/22.

2. RECOMMENDATION

The Fire Authority:

- 2.1 **NOTE** Members' Allowances received from 1 June 2021 – 31 May 2022;
- 2.2 **NOTE** 2021/22 attendance record of Royal Berkshire Fire Authority Members from 1 June 2021 – 31 May 2022.

3. REPORT

- 3.1 This report is a recommendation from Audit and Governance Committee on 23 March 2022. This is the second year as a Fire Authority we have had to live with COVID-19 measures and adapt accordingly. From 4 May 2021, the Local Authorities and Police and Crime Panels (Coronavirus (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, expired. This meant Fire Authority and Committee meetings were required to be held in person. As a Fire Authority, we have ensured that the Government's COVID guidelines were followed and, more recently, with the easing of national restrictions, the Service's own risk assessments and guidance has been followed to ensure the safety of Members and staff.
- 3.2 In July 2021, we received our Annual Internal Audit Opinion from RSM, which gave the following opinion from the 12 months ended 31 March 2021.

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'The organisation has an adequate and effective framework for risk management, governance and internal control'.¹

- 3.3 I am extremely proud of this opinion; however, as Chairman of Audit and Governance Committee, I am not complacent and will continue to work with Officers and this Committee to ensure as an Authority, we always look to improve our processes and internal controls.
- 3.4 All except one audit (Performance Development Reviews) received Substantial Assurance. The internal audits carried out are listed below:
- Fleet Management
 - Firefighter Pension Administration – West Yorkshire Pension Fund
 - Review of Payroll Provider – Dataplan
 - Governance and Risk Management
 - Capital Projects – Theale Community Fire Station
 - Firefighter Pension Account Government Return
- 3.5 The Performance Development Review audit was given Reasonable Assurance by RSM. The Head of Human Resources and Learning and Development (HHR&L&D) positively and swiftly responded to the audit opinion given on 7 July 2021, and as part of the 2021/22 Quarter Two Performance Report was able to give the following assurances:

'In addition, RBFRS underwent a PDR audit in Spring 2021, which made recommendations regarding the setting of objectives and the inclusion of two deadlines as part of the PDR process – one for completing the meetings and one for returning the endorsed paperwork.

Interim guidance was issued on setting behavioural and SMART objectives, including relevant examples for station based staff. This was then incorporated into the revised PDR policy.

HR undertakes a monthly PDR completion audit and chases individual managers where PDRs have not been completed. This is escalated to Head of Service where appropriate.

A revised policy was issued in October 2021, which included further information and examples on setting SMART and behavioural objectives and two deadline dates for completion – one for completing the PDR interviews (30 June) and one for returning the endorsed paperwork to HR (31 July). This will ensure that staff are receiving the completed and endorsed paperwork in a timely fashion, which will enable them to understand and continue to work on their objectives.

In line with the policy revision, the training for managers will be revised, with more emphasis on setting objectives and revised section on the Behavioural Competency Framework.'²

¹ Annual internal audit report 2020/21 7 July 2021

² Quarterly Performance Report Quarter Two 2021-2022 July to September

- 3.6 In October 2021, the Audit and Governance Committee approved the 2019/20 Statement of Accounts. The delay in signing off the Authority's financial statements was due to issues identified by Deloitte in relation to their audit of the Royal County of Berkshire Pension Fund.
- 3.7 In accordance to Audit and Governance Committee Terms of Reference, the Committee approved policies on
- Grievance, Bullying and Harassment
 - Anti-Fraud, Bribery and Corruption
- 3.8 At its meeting in January 2022, the Committee recommended the Draft Royal Berkshire Fire Authority Members' Code of Conduct for public consultation. Our Code largely adopted the Local Government Association (LGA) Model Code of Conduct but was expanded to include the complaints procedure taken from our existing Code of Conduct. The consultation closed on 11 March 2022 and Audit and Governance Committee recommended the adoption of the LGA Code of Conduct with additional appendices on National Fire Chief Council's Code of Ethics to the Fire Authority on 28 April 2022. I am pleased the Fire Authority adopted LGA Code of Conduct.
- 3.9 We have scrutinised the assumptions of the Medium Term Financial Plan (MTFP) and performance of the Service through Quarterly Performance Reports, and received regular updates on Emergency Services Mobile Communications Programme (ESMCP).

3.10 Governance

- 3.10.1 No formal complaints were received against Members this year. I would like to take this opportunity to thank our Independent Persons who have been on standby on the event they will be required to investigate complaints along with our Monitoring Officer, Graham Britten. Our Independent Persons, Roger Penfold and David Comben tenure will come to end on 29 June 2022, and the Fire Authority will appoint new Independent Persons at its meeting on 30 June 2022.
- 3.11 **Member Allowances**
Member Allowances for the period of June 2021 – May 2022 are shown in **Appendix A**.
- 3.12 **Member Attendance**
The attendance record of Members for the Municipal Year 2021/22, is shown in Appendix B of this report.
- 3.13 In a challenging year, Member attendance has been good with no meetings being inquorate, and all business being able to be conducted. Committee meeting absences have often been due to meeting clashes, and apologies, when received, have generally been in good time.

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- 3.14 Appendix B details Committee meeting attendance only, and does not include Member attendance at Member briefings and events held during the year, for example, Task and Finish Groups, Working Groups, Steering Groups, Fire Liaison Group meetings and Member Development courses.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 Commitment 5 – We will ensure that Royal Berkshire Fire and Rescue Service provides good value for money.

5 FINANCIAL IMPLICATIONS

- 5.1 The Member Allowances and expenses (Appendix A) outline the cost to the Fire Authority.

6 LEGAL IMPLICATIONS

- 6.1 There are no legal implications in this report.

7. EQUALITY AND DIVERSITY IMPLICATIONS

- 7.1 There are no Equality and Diversity implications in this report.

8. RISK IMPLICATIONS

- 8.1 There are no risk implications in this report.

9. CONSISTENCY WITH DUTY TO COLLABORATE

- 9.1 None for the purpose of this report.

10. PRINCIPAL CONSULTATION

- 10.1 Consultation has been undertaken with the Chief Fire Officer, Chief Finance Officer and Monitoring Officer.

11. BACKGROUND PAPERS

- 11.1 Audit and Governance Committee on 19 July 2021, 20 October 2021, 24 January 2022 and 23 March 2022.
- 11.2 Members' Scheme of Allowances 2021/22

12. APPENDICES

- 12.1 Appendix A – Members' Allowances.
- 12.2 Appendix B – Members' Attendance.

13. CONTACT DETAILS

13.1 Fayth Rowe, Democratic Support Lead 0118 938 4611

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Royal Berkshire Fire Authority - Member Allowances and Travel Expenses paid to date

Member Payments 29 June 2021- 31 May 2022

<u>SURNAME</u>	<u>FORENAME</u>	<u>To date Member Allowance</u>	<u>To date Special Responsibility Allowance</u>	<u>To date Travel Expenses</u>	<u>Total Paid to Date 31/05/22</u>
Bateson	Christine	£2,604.32	£1,302.02	0.00	£3,906.34
Benneyworth	Dennis	£2,604.32	£3,883.83	0.00	£6,488.15
Brooks	Jeff	£2,604.32		0.00	£2,604.32
Brown	Tricia	£2,604.32		0.00	£2,604.32
Cannon	David	£2,604.32	£3,906	0.00	£6,510.47
Chadwick	Anne	£1,701.34		0.00	£1,701.34
Cheema	Avtar	£2,593.03		177.30	£2,770.33
Dudley	Colin	£2,604.32	£13,022.55	477.00	£16,103.87
Gittings	Paul	£2,604.32	£2,604.32	0.00	£5,208.64
Helliar-Symons	Pauline	£2,604.32	£6,520.59	92.40	£9,217.31
Linden	Tony	£2,604.32		0.00	£2,604.32
Lovelock	Jo	£2,604.32		0.00	£2,604.32
McKenzie-Boyle	Tina	£2,604.32	£3,839	0.00	£6,443.48
Minhas	Harjinder	£2,604.32		0.00	£2,604.32
Ross	Angus	£2,604.32	£3,906	152.58	£6,663.05
Shepherd-DuBey	Rachelle	£2,604.32	£2,604.32	0.00	£5,208.64
Simpson	Garth	£2,604.32	*44.32	0.00	£2,604.32
Smith	Dexter	£2,604.32	£3,839	27.00	£6,470.48
Stanford-Beale	Jane	£2,604.32	*66.65	0.00	£2,604.32
Swaddle	Alison	£858.12		0.00	£858.12
Werner	Simon	£2,604.32		0.00	£2,604.32
Independent Person (s)					
Comben	David	0	0.00	0.00	0.00
Penfold	Roger	0	0.00	0.00	0.00
					98,384.78

Please Note:

Councillor Swaddle appointment commenced on 1 February 2022.

Councillor Chadwick stood down from the Fire Authority on 31 January 2022

Councillor Simpson was overpaid £44.32 and Councillor Stanfoed-Beale was overpaid £66.65.

RBFA owe Councillor Smith and McKenzie-Boyle £66.99 for Special Responsibility Allowance, which is total of 1.75% uplift indexed to Green book staff pay backdated to 1 April 2021. This will be reimbursed in July 2022.

All Councillors Basic Allowance and those receiving a Special Responssibility Allowance 1.75% uplift indexed to Green book staff pay was backdated to 1 April 2021, except Councillors who where appointed in June 2021.

No more than 10 Special Responsibility Allowances (SRA) were paid.

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Username	Total Expected	Present	% Present	Apologies	Party	Meeting Date	Attendance
Councillor Alison Swaddle	4	3	75%	1	Royal Berkshire Fire Authority	28/04/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	15/02/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/04/22 18:00	Apologies
					Audit and Governance Committee	23/03/22 18:30	Present, as expected
Councillor Angus Ross	14	12	86%	2	Management Committee	29/07/21 18:30	Present, as expected
					Management Committee	30/06/21 19:00	Present, as expected
					Management Committee	12/10/21 18:30	Apologies
					Management Committee	07/12/21 18:30	Present, as expected
					Management Committee	03/02/22 18:30	Apologies
					Management Committee	05/04/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	30/06/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/01/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	15/02/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/04/22 18:00	Present, as expected
					Royal Berkshire Fire Authority	28/04/22 18:30	Present, as expected
					Thames Valley Fire Control Service Joint Committee	12/07/21 14:00	Present, as expected
					Thames Valley Fire Control Service Joint Committee	16/12/21 14:00	Present, as expected
Councillor Anne Chadwick	7	5	71%	2	Audit and Governance Committee	30/06/21 19:00	Present, as expected
					Audit and Governance Committee	19/07/21 18:30	Present, as expected
					Audit and Governance Committee	20/10/21 18:30	Present, as expected
					Audit and Governance Committee	24/01/22 18:30	Apologies, sent representative
					Royal Berkshire Fire Authority	30/06/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/01/22 18:30	Apologies

Username	Total Expected	Present	% Present	Apologies	Party	Meeting Date	Attendance
Councillor Avtar Cheema	11	6	55%	5	Audit and Governance Committee	30/06/21 19:00	Present, as expected
					Audit and Governance Committee	19/07/21 18:30	Apologies due to Council Business
					Audit and Governance Committee	20/10/21 18:30	Present, as expected
					Audit and Governance Committee	24/01/22 18:30	Present, as expected
					Audit and Governance Committee	23/03/22 18:30	Apologies
					Royal Berkshire Fire Authority	30/06/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/01/22 18:30	In attendance
					Royal Berkshire Fire Authority	15/02/22 18:30	Apologies
					Royal Berkshire Fire Authority	05/04/22 18:00	Absent
					Royal Berkshire Fire Authority	28/04/22 18:30	Apologies
Councillor Christine Bateson	11	6	55%	5	Royal Berkshire Fire Authority	15/02/22 18:30	Present, as expected
					Audit and Governance Committee	19/07/21 18:30	Apologies
					Audit and Governance Committee	20/10/21 18:30	Apologies
					Audit and Governance Committee	24/01/22 18:30	Present, as expected
					Audit and Governance Committee	23/03/22 18:30	Apologies
					Royal Berkshire Fire Authority	30/06/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/01/22 18:30	In attendance
					Audit and Governance Committee	30/06/21 19:00	Present, as expected
					Royal Berkshire Fire Authority	05/04/22 18:00	Apologies
Royal Berkshire Fire Authority	28/04/22 18:30	Apologies					
Councillor Colin Dudley	12	11	92%	1	Management Committee	30/06/21 19:00	Present, as expected
					Management Committee	29/07/21 18:30	Present, as expected
					Management Committee	12/10/21 18:30	Present, as expected
					Management Committee	07/12/21 18:30	Present, as expected
					Management Committee	03/02/22 18:30	Apologies, sent representative
					Management Committee	05/04/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	30/06/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/01/22 18:30	In attendance
					Royal Berkshire Fire Authority	15/02/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/04/22 18:00	Present, as expected
					Royal Berkshire Fire Authority	28/04/22 18:30	Present, as expected

Username	Total Expected	Present	% Present	Apologies	Party	Meeting Date	Attendance
Councillor David Cannon	14	10	71%	4	Management Committee	30/06/21 19:00	Present, as expected
					Management Committee	29/07/21 18:30	Present, as expected
					Management Committee	12/10/21 18:30	Present, as expected
					Management Committee	07/12/21 18:30	Present, as expected
					Management Committee	03/02/22 18:30	Apologies
					Management Committee	05/04/22 18:30	Apologies
					Royal Berkshire Fire Authority	30/06/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/01/22 18:30	Apologies
					Royal Berkshire Fire Authority	15/02/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/04/22 18:00	Apologies
					Royal Berkshire Fire Authority	28/04/22 18:30	Present, as expected
					Thames Valley Fire Control Service Joint Committee	12/07/21 14:00	Present, as expected
					Thames Valley Fire Control Service Joint Committee	16/12/21 14:00	Present, as expected
Councillor Dennis Benneyworth	12	7	58%	5	Management Committee	30/06/21 19:00	Present, as expected
					Management Committee	29/07/21 18:30	Apologies
					Management Committee	12/10/21 18:30	Present, as expected
					Management Committee	07/12/21 18:30	Apologies
					Management Committee	03/02/22 18:30	Apologies
					Management Committee	05/04/22 18:30	Apologies
					Royal Berkshire Fire Authority	30/06/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/01/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	15/02/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/04/22 18:00	Apologies
					Royal Berkshire Fire Authority	28/04/22 18:30	Present, as expected

Username	Total Expected	Present	% Present	Apologies	Party	Meeting Date	Attendance					
Councillor Dexter Smith	12	11	91%	1	Management Committee	07/12/21 18:30	Present, as expected					
					Management Committee	29/07/21 18:30	Apologies					
					Management Committee	12/10/21 18:30	Present, as expected					
					Management Committee	30/06/21 19:00	Present, as expected					
					Management Committee	03/02/22 18:30	Present, as expected					
					Management Committee	05/04/22 18:30	Present, as expected					
					Royal Berkshire Fire Authority	30/06/21 18:30	Present, as expected					
					Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected					
					Royal Berkshire Fire Authority	05/01/22 18:30	In attendance					
					Royal Berkshire Fire Authority	15/02/22 18:30	Present, as expected					
					Royal Berkshire Fire Authority	05/04/22 18:00	Present, as expected					
					Royal Berkshire Fire Authority	28/04/22 18:30	Present, as expected					
					Councillor Garth Simpson	11	4	36%	7	Audit and Governance Committee	24/01/22 18:30	Apologies, sent representative
Audit and Governance Committee	19/07/21 18:30	Present, as expected										
Audit and Governance Committee	20/10/21 18:30	Apologies, sent representative										
Audit and Governance Committee	30/06/21 19:00	Present, as expected										
Audit and Governance Committee	23/03/22 18:30	Apologies, sent representative										
Royal Berkshire Fire Authority	30/06/21 18:30	Present, as expected										
Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected										
Royal Berkshire Fire Authority	05/01/22 18:30	Absent										
Royal Berkshire Fire Authority	15/02/22 18:30	Apologies										
Royal Berkshire Fire Authority	05/04/22 18:00	Apologies										
Royal Berkshire Fire Authority	28/04/22 18:30	Apologies										
Councillor Harjinder Minhas	11	4	36%	7						Audit and Governance Committee	30/06/21 19:00	Present, as expected
										Audit and Governance Committee	19/07/21 18:30	Apologies due to Council Business
					Audit and Governance Committee	20/10/21 18:30	Present, as expected					
					Audit and Governance Committee	24/01/22 18:30	Apologies					
					Audit and Governance Committee	23/03/22 18:30	Present, as expected					
					Royal Berkshire Fire Authority	30/06/21 18:30	Present, as expected					
					Royal Berkshire Fire Authority	02/11/21 18:30	Apologies					
					Royal Berkshire Fire Authority	05/01/22 18:30	Absent					
					Royal Berkshire Fire Authority	15/02/22 18:30	Apologies					
					Royal Berkshire Fire Authority	05/04/22 18:00	Apologies					
Royal Berkshire Fire Authority	28/04/22 18:30	Apologies										

Username	Total Expected	Present	% Present	Apologies	Party	Meeting Date	Attendance
Councillor Jane Stanford-Beale	11	10	90%	1	Audit and Governance Committee	30/06/21 19:00	Present, as expected
					Audit and Governance Committee	19/07/21 18:30	Present, as expected
					Audit and Governance Committee	20/10/21 18:30	Present, as expected
					Audit and Governance Committee	24/01/22 18:30	Present, as expected
					Audit and Governance Committee	23/03/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	30/06/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/01/22 18:30	In attendance
					Royal Berkshire Fire Authority	15/02/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/04/22 18:00	Absent
					Royal Berkshire Fire Authority	28/04/22 18:30	Present, as expected
Councillor Jeff Brooks	12	5	42%	7	Management Committee	30/06/21 19:00	Apologies
					Management Committee	29/07/21 18:30	Absent
					Management Committee	12/10/21 18:30	Present, as expected
					Management Committee	07/12/21 18:30	Apologies
					Management Committee	03/02/22 18:30	Apologies
					Management Committee	05/04/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	30/06/21 18:30	Apologies
					Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/01/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	15/02/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/04/22 18:00	Apologies
Royal Berkshire Fire Authority	28/04/22 18:30	Apologies					
Councillor Jo Lovelock	12	7	58%	5	Management Committee	05/04/22 18:30	Present, as expected
					Management Committee	29/07/21 18:30	Present, as expected
					Management Committee	12/10/21 18:30	Business
					Management Committee	07/12/21 18:30	Present, as expected
					Management Committee	03/02/22 18:30	Apologies
					Management Committee	30/06/21 19:00	Apologies
					Royal Berkshire Fire Authority	30/06/21 18:30	Apologies
					Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/01/22 18:30	In attendance
					Royal Berkshire Fire Authority	15/02/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/04/22 18:00	Present, as expected
Royal Berkshire Fire Authority	28/04/22 18:30	Apologies					

Username	Total Expected	Present	% Present	Apologies	Party	Meeting Date	Attendance
Councillor Paul Gittings	12	8	67%	4			Apologies due to Council Business
					Management Committee	30/06/21 19:00	
					Management Committee	29/07/21 18:30	Present, as expected
					Management Committee	12/10/21 18:30	Present, as expected
					Management Committee	07/12/21 18:30	Present, as expected
					Management Committee	03/02/22 18:30	Present, as expected
					Management Committee	05/04/22 18:30	Apologies
							Apologies due to Council Business
					Royal Berkshire Fire Authority	30/06/21 18:30	
					Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/01/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	15/02/22 18:30	Present, as expected
Royal Berkshire Fire Authority	05/04/22 18:00	Apologies					
Royal Berkshire Fire Authority	28/04/22 18:30	Present, as expected					
Councillor Pauline Helliars-Symons	12	12	100%	0			
					Management Committee	30/06/21 19:00	Present, as expected
					Management Committee	29/07/21 18:30	Present, as expected
					Management Committee	12/10/21 18:30	Present, as expected
					Management Committee	07/12/21 18:30	Present, as expected
					Management Committee	03/02/22 18:30	Present, as expected
					Management Committee	05/04/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	30/06/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/01/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	15/02/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/04/22 18:00	Present, as expected
Royal Berkshire Fire Authority	28/04/22 18:30	Present, as expected					

Username	Total Expected	Present	% Present	Apologies	Party	Meeting Date	Attendance
Councillor Rachelle Shepherd-DuBey	12	8	67%	4	Management Committee Management Committee Management Committee Management Committee Management Committee Management Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority	07/12/21 18:30 29/07/21 18:30 12/10/21 18:30 30/06/21 19:00 03/02/22 18:30 05/04/22 18:30 30/06/21 18:30 02/11/21 18:30 05/01/22 18:30 15/02/22 18:30 05/04/22 18:00 28/04/22 18:30	Apologies Present, as expected Apologies Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Apologies Present, as expected Present, as expected Apologies
Councillor Simon Werner	11	3	27%	8	Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority	30/06/21 19:00 19/07/21 18:30 20/10/21 18:30 24/01/22 18:30 23/03/22 18:30 30/06/21 18:30 02/11/21 18:30 05/01/22 18:30 15/02/22 18:30 05/04/22 18:00 28/04/22 18:30	Absent Apologies Absent Absent Absent Absent Present, as expected Absent Present, as expected Absent Present, as expected
Councillor Tina McKenzie-Boyle	11	5	45%	6	Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Audit and Governance Committee Royal Berkshire Fire Authority Royal Berkshire Fire Authority	30/06/21 19:00 19/07/21 18:30 20/10/21 18:30 24/01/22 18:30 23/03/22 18:30 30/06/21 18:30 02/11/21 18:30 05/01/22 18:30 15/02/22 18:30 05/04/22 18:00 28/04/22 18:30	Apologies Apologies Apologies, sent representative Present, as expected Present, as expected Apologies Apologies In attendance Present, as expected Apologies Present, as expected

Username	Total Expected	Present	% Present	Apologies	Party	Meeting Date	Attendance
Councillor Tony Linden	11	11	100%	0	Royal Berkshire Fire Authority	28/04/22 18:30	Present, as expected
					Audit and Governance Committee	19/07/21 18:30	Present, as expected
					Audit and Governance Committee	20/10/21 18:30	Present, as expected
					Audit and Governance Committee	24/01/22 18:30	Present, as expected
					Audit and Governance Committee	23/03/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	30/06/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/01/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	15/02/22 18:30	Present, as expected
					Royal Berkshire Fire Authority	05/04/22 18:00	Present, as expected
					Audit and Governance Committee	30/06/21 19:00	Present, as expected
					Councillor Tricia Brown	12	8
Management Committee	29/07/21 18:30	Present, as expected					
Management Committee	12/10/21 18:30	Present, as expected					
Management Committee	07/12/21 18:30	Present, as expected					
Management Committee	03/02/22 18:30	Apologies					
Management Committee	05/04/22 18:30	Apologies					
Royal Berkshire Fire Authority	30/06/21 18:30	Present, as expected					
Royal Berkshire Fire Authority	02/11/21 18:30	Present, as expected					
Royal Berkshire Fire Authority	05/01/22 18:30	Present, as expected					
Royal Berkshire Fire Authority	15/02/22 18:30	Apologies					
Royal Berkshire Fire Authority	05/04/22 18:00	Apologies					
Royal Berkshire Fire Authority	28/04/22 18:30	Present, as expected					

ROYAL BERKSHIRE FIRE AUTHORITY



COMMITTEE	FIRE AUTHORITY
DATE OF MEETING	30 JUNE 2022
SUBJECT	DONATION OF ASSETS TO SUPPORT UKRAINE
LEAD OFFICER	ANDY MCLENAHAN, HEAD OF FACILITIES, FLEET AND EQUIPMENT
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	NOTE

1. EXECUTIVE SUMMARY

- 1.1 Following a request from the Home Office to support the humanitarian effort in Ukraine, officers were able to identify four front line pumping appliances and various pieces of ancillary equipment that could be donated.
- 1.2 The urgent nature of the request meant that an emergency decision had to be taken by the Chief Fire Officer in consultation with the Chairman of the Fire Authority to release the pumping appliances as they were valued at more than £3,000, the level above which competitive disposal processes should be used.
- 1.3 This paper is therefore brought to Authority to formally record the decision to donate the four fire appliances to the Ukrainian fire and rescue service.

2. RECOMMENDATION

That the Fire Authority:

- 2.1 **NOTE** the donation of assets to support humanitarian efforts in Ukraine.

3. REPORT

- 3.1 On Tuesday 1 March 2022, the Authority was contacted through the National Fire Chiefs Council (NFCC) following a request from the Home Office to support the humanitarian effort in Ukraine. The request focused on scoping out the potential to provide firefighting vehicles and equipment that would

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assist the Ukrainian fire and rescue service. The request was made to all UK fire and rescue services.

- 3.2 The NFCC, with the support of the charity Fire Aid, have managed to send three convoys of fire fighting vehicles and equipment to date. Support from multiple UK fire and rescue services has meant donations from across the fire sector have been successfully received in Ukraine, with many FRS personnel volunteering to drive across Europe as part of the convoys.
- 3.3 As a result of the Authority's main front line appliance replacement programme, vehicles that were going to be sold were available to be donated.
- 3.4 The ancillary equipment donated included lengths of hose, used petrol generators and some personal protective equipment not required by RFBRs, all of which had a nominal residual or resale value.
- 3.5 The Authority's Financial Regulations state that all assets with a value over £3,000 must be disposed of by competitive quotations, by auction or by other means that have been approved by the Chief Finance Officer and demonstrate value for money.
- 3.6 The estimated value of the four pumping appliances that have been donated is £28,500 (2x £5,500, 1x £7,000 & 1x £10,500). These appliances would have either been disposed of through public auction or by a sale to a manufacturer if they had not been donated.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 Commitment 4 – We will seek opportunities to contribute to a broader safety, health and wellbeing agenda.

5. FINANCIAL IMPLICATIONS

- 5.1 The estimated value that the Authority could have achieved through usual disposal methods for the four vehicles has been estimated at £28,500.
- 5.2 Whilst the donation of the four vehicles did not demonstrate value for money in the narrow sense of maximising receipts for the Authority, the Chief Finance Officer is satisfied the donations were in line with the Authority's Strategic Commitment 4, i.e. contributing to the broader safety, health and wellbeing agenda and was therefore a legitimate response to the Government's request.

6. LEGAL IMPLICATIONS

- 6.1 Legal implications are within the financial implications above.

7. EQUALITY AND DIVERSITY IMPLICATIONS

- 7.1 There are no direct equality and diversity implications.

8. RISK IMPLICATIONS

8.1 There are no specific risks stemming from this report.

9. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 In collaboration with the NFCC, Fire Aid and other UK fire and rescue services, the Authority has been able to support another international fire and rescue service at a time of immense danger and risk.

10. PRINCIPAL CONSULTATION

10.1 Chief Fire Officer

10.2 Chief Finance Officer

10.3 Monitoring Officer

11. BACKGROUND PAPERS

11.1 N/A

12. APPENDICES

12.1 N/A

13. CONTACT DETAILS

13.1 Andy McLenahan – Head of Facilities, Fleet & Equipment
mclenahana@rbfrs.co.uk

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ROYAL BERKSHIRE FIRE AUTHORITY REPORT



COMMITTEE	FIRE AUTHORITY
DATE OF MEETING	30 JUNE 2022
SUBJECT	THAMES VALLEY FIRE CONTROL (TVFCS) ANNUAL REPORT 2021/22
LEAD OFFICER	JIM POWELL, AREA MANAGER COLLABORATION AND POLICY
LEAD MEMBER	COUNCILLOR ANGUS ROSS COUNCILLOR DAVID CANNON
EXEMPT INFORMATION	NOT APPLICABLE
ACTION	TO NOTE

1. **EXECUTIVE SUMMARY**

- 1.1 To provide a high level summary of Thames Valley Fire Control Service (TVFCS) activity during the year 2021/22.

2. **RECOMMENDATION**

That the Fire Authority:

- 2.1 **NOTE** the annual report

3. **REPORT**

- 3.1 An annual report is produced each year by the outgoing Chairman of the TVFCS Joint Committee. In 2021/22, this was Councillor Angus Ross (RBFA).
- 3.2 This report will provide a high-level overview of control room activity and any progress made in relation to service plans and performance, including a look at staffing and a summary of the financial position at year-end. Finally, it will provide a look forward to 2022/23 and the key areas of work required to continue making improvements to TVFCS on behalf of the three Thames Valley Fire and Rescue Services (FRS).

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- 3.3 TVFCS continues to be the flagship of collaboration in the region since going live in April 2015. The control centre handles calls and mobilises resources for the three Thames Valley FRS.
- 3.4 Governance of TVFCS is undertaken by elected members, two from each contributing authority, who form the TVFCS Joint Committee. Senior Responsible Officers (SRO) from each TV FRS form the Joint Coordinating Group (JCG) and support the control manager to monitor and manage performance, reporting into the Joint Committee.
- 3.5 The service utilises a single employer model with a single mobilising system, which has delivered significant cost efficiencies to all three authorities. Increased resilience, efficiency and improved performance will result in collective savings of over £1 million a year over a 15 year period up to 2030.

3.6 PERFORMANCE

- 3.6.1 TVFCS is measured against a set of targets agreed by the Joint Committee and these are reviewed as part of the scrutiny of performance reporting. The report provides information on key mobilising performance metrics but also provides members with information relating to other activities undertaken by TVFCS, which provide added value to the three FRS and their communities.
- 3.6.2 TVFCS has performed well against the existing measure for how quickly calls are answered during the year, with the target exceeded on the majority of occasions.
- 3.6.3 Levels of performance against the time taken to mobilise resources have been challenging to achieve, as has been the case over a period of several years. Work has taken place to quantify the impact that other important processes such as the application of call challenging have on the ability to meet the current target. The outcomes of this work will be reported to the Joint Committee through existing performance reporting.

3.7 STAFFING

- 3.7.1 Since Autumn 2021, TVFCS has experienced staff turnover at a higher rate than anticipated, with staff choosing to move to other employment for a variety of reasons such as becoming Wholetime Firefighters. This impact on Fire Controls is being experienced nationally across the sector. An National Fire Chiefs Council (NFCC) working group has been established to look at Fire Control recruitment and retention nationally, at which TVFCS will be represented. The TVFCS (Senior Responsible Officers (SROs) and management team are working together to identify local solutions.
- 3.7.2 It has continued to be possible to fill all internal vacancies for Supervisory and Middle Management roles with internal candidates, demonstrating the progress that has been made in terms of staff development and succession planning.
- 3.7.3 High levels of staff absence due to sickness absence, including COVID19 infections, have been experienced over the last 9 months. This has presented some challenge in terms of maintaining crewing levels, with the

TVFCS management team and SROs having to coordinate resources to ensure that a robust and resilient service was maintained.

3.8. YEAR END FINANCIAL POSITION

3.8.1 The budget for TVFCS is set at the December meeting of the Joint Committee each year. The budget for TVFCS for 2021/22 was £2,410,447. At year end, the actual expenditure was £2,446,891 creating a variance of £36,444 (1.51%) The principal cause being a higher than anticipated pay award in July 2021.

3.9. NOTABLE ACTIVITY

3.9.1 Throughout the year, activity in TVFCS has largely been driven by the need to adapt to the changing pressures caused by the COVID19 pandemic, ensuring that the service was resilient and able to continue to operate to a high standard throughout, whilst placing a focus on the health and wellbeing of our staff.

3.9.2 Control room National Operational Guidance (N.O.G.) began to be published by the Home Office in early summer 2021. TVFCS has put arrangements in place to review N.O.G. and adapt our processes and training to fully align with this industry best practice.

3.9.3 The TVFCS SROs and members of the Joint Committee have focused on the need to ensure that TVFCS systems and the contracts to support those systems are suitable for the ongoing needs of the Service in the medium to long term.

3.9.4 As the restrictions required to mitigate the impacts of COVID19 began to lift in early 2022, it was possible to resume a number of pieces of work that had been paused during the pandemic, most notably a Control room refurbishment involving the redecoration of the control room and replacement of the legacy lighting solution in the main Control room. This is part of a wider package of improvements that focus on staff wellbeing and creating a safe, positive work environment.

3.9.5 New national arrangements have been introduced to assist Fire Controls across the UK to the manage peaks in demand which put pressure on capacity. These measures include a national radio channel that enables control rooms to communicate more effectively without having to use telephone systems, which can quickly become overwhelmed at peak times. It also includes the introduction of a BT system that 'moves' 999 calls to partner FRS control rooms at pre-determined levels to manage high demand. TVFCS have adopted all new arrangements and have been involved in the exercising and evaluation of those arrangements.

3.9.6 TVFCS has continued to evidence its operational effectiveness during the year, managing a number of challenging situations. In December 2021, a serious fire affected a block of flats at Rowe Court in Reading. TVFCS were required to give lifesaving 'fire survival guidance' to one occupant and liaised closely with responding crews to coordinate their rescue. In February 2022, the Thames Valley experienced severe impacts from Storm Eunice, which

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caused emergency calls to be routed into TVFCS in exceptionally high numbers. TVFCS worked closely with officers and support staff from all three FRS and called on national assistance to manage this unprecedented demand.

3.10. LOOKING FORWARD

- 3.10.1 The Joint Committee will be asked to make decisions in July 2022 on the future of the 'Vision 4' command and control system. This is a key decision for the next 5-7 years, ensuring the service has the support it needs and continues to utilise the most up to date technology.
- 3.10.2 A programme of targeted activities to assist staff to improve their overall health and wellbeing is planned for the year, this includes a health and wellbeing survey that will inform a program of improvement and staff being given the opportunity to access 1-2-1 support in making positive lifestyle changes.
- 3.10.3 TVFCS will continue to adopt National Operational Guidance as it published by the NFCC Central Programme Office, ensuring control staff are able to work to 'industry best practice'.
- 3.10.4 Technical work required to implement the new Emergency Services Network is scheduled to start during 22/23 and will continue over the coming years. This work is coordinated through a regional project structure and the impact on Control room operations will need to be carefully managed by TVFCS managers and will be supported by all three TVFRS.

4. FINANCIAL IMPLICATIONS

- 4.1. None.

5. LEGAL IMPLICATIONS

- 5.1 None.

6. EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 None.

7. RISK IMPLICATIONS

- 7.1 Risks relating to future activity are captured in the TVFCS risk register and reviewed regularly by the SROs.

8. PRINCIPAL CONSULTATION

- 8.1 Chief Fire Officer
- 8.2 Chief Finance Officer
- 8.3 Senior Leadership Team

9. BACKGROUND PAPERS

9.1 None.

10. APPENDICES

10.1 None.

11. CONTACT DETAILS

11.1 Area Manager Jim Powell powellj@rbfrs.co.uk 07774215664

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ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Annual Outturn	Management Committee	18.07.22	Annual	Note	HF&P	N/A	Part I
Pensions Governance and Discretions	Management Committee	18.07.22	Ad-hoc	Agree	HHR&L&D	N/A	Part I
Q4 Appliance Availability	Management Committee	18.07.22	quarterly	Note	AM (R&R)	N/A	Part I
Emergency Services Mobile Communications Programme- Presentation	A&GC	28.07.22	Bi annual	Note	HBIS	N/A	Part I
Statement of Accounts	A&GC	28.07.22	Annual	Agree	HF&P	Budget and Income Generation Lead	Part I
Pensions Update and Pension Board Annual update	A&GC	28.07.22	bi annual	Note	HHR&L&D and Pension Board Chair	N/A	Part I
Annual Governance Statement	A&GC	28.07.22	Annual	Agree	DChEx	A&GC Chairman	Part I
Internal Audit report	A&GC	28.07.22	Quarterly	Note	HF&P	N/A	Part I
External Audit Report	A&GC	28.07.22	Annual	Note	HF&P	N/A	Part I
Q4 Performance Report	A&GC	28.07.22	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
RBFRS Annual Report 21/22	A&GC	28.07.22	Annual	Note	DChEx	N/A	Part I
Budget Monitoring Q1	Management Committee	11.10.22	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Appliance Availability Q1	Management Committee	11.10.22	quarterly	Note	AM (R&R)	N/A	Part I
External Audit report	A&GC	17.10.22	Quarterly	Note	HF&P	N/A	Part I
Internal Audit report	A&GC	17.10.22	Quarterly	Note	HF&P	N/A	Part I
Q1 Performance Report	A&GC	17.10.22	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Pensions Update	A&GC	17.10.22	Bi-annual	Note	HHR&L&D	N/A	Part I
Planning assumptions - Presentation	A&GC	17.10.22	Ad-hoc	Note	HF&P	Budget and Income Generation Lead	Part I
Lead Member Reports Six Month Update	Fire Authority	01.11.22	Bi-annual	Note	Lead Officers	Lead Members	Part I
Built Environment Update	Fire Authority	01.11.22	Ad-hoc	Note	DCFO	N/A	Part I
Annual Treasury Report	Fire Authority	01.11.22	Annual	Note	HF&P	Budget and Income Generation Lead	Part I

ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
TVFCS Joint Committee six month update (22/23)	Fire Authority	01.11.22	Bi-annual	Note	ACFO	Collaboration Lead	Part I
External Auditor Appointment	Fire Authority	01.11.22	Ad-hoc	Agree	HF&P		Part I
Budget Monitoring Q2	Management Committee	06.12.22	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Appliance Availability Q2	Management Committee	06.12.22	quarterly	Note	AM (R&R)	N/A	Part I
Gender and Ethnicity Pay Gap	A&GC	23.01.23	Annual	Note	HHR&L&D	N/A	Part I
Pay Policy Statement	A&GC	23.01.23	Annual	Note and Recommend	HHR&L&D	N/A	Part I
Internal Audit report	A&GC	23.01.23	Quarterly	Note	HF&P	N/A	Part I
External Audit report	A&GC	23.01.23	Quarterly	Note	HF&P	N/A	Part I
Q2 Performance Report	A&GC	23.01.23	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Emergency Services Mobile Communications Programme - Presentation	A&GC	23.01.23	Bi annual	Note	HBIS	N/A	Part I
Annual Review of Members Code of Conduct	A&GC	23.01.23	Annual	Note and recommend	DChEx	A&GC Chairman	Part I
Pension Board six month update	A&GC	23.01.23	bi annual	Note	HHR&L&D and Pension Board Chair	N/A	Part I
Budget Monitoring Q3	Management Committee	7.02.23	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Scheme of Member Allowances Annual Review	Management Committee	7.02.23	Annual	Note and recommend	MO	N/A	Part I
Appliance Availability Q3	Management Committee	7.02.23	Quarterly	Note	AM (R&R)	N/A	Part I
Annual Budget 23/24, Medium Term Financial Plan & Strategic Asset Investment Framework and TVFCS Budget	Fire Authority	15.02.23	Annual	Agree	HF&P	Budget and Income Generation/ Collaboration and Strategic Assets Lead	Part I
Pay Policy Statement	Fire Authority	15.02.23	Annual	Agree	HHR&L&D	N/A	Part I
Scheme of Allowances Annual Review 23/24	Fire Authority	15.02.23	Annual	Agree	MO	N/A	Part I
Internal Audit Report	A&GC	28.3.23	quarterly	Note	HF&P	N/A	Part I
External Audit Report	A&GC	28.3.23	quarterly	Note	HF&P	N/A	Part I
Statement of Assurance	A&GC	28.3.23	Quarterly	Note and Recommend	DChEx	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
Statement of Accounts	A&GC	28.3.23	Annual	Agree	HF&P	Budget and Income Generation Lead	Part I
Annual Report on Members Development	A&GC	28.3.23	Annual	Note and Recommend	DChEx	Organisational Development Champion	Part I
Annual report on Governance / Members attendance and allowances	A&GC	28.3.23	Annual	Note and Recommend	DChEx	A&GC Chairman	Part I
Annual Plan 2023/24	A&GC	28.3.23	Annual	Note and Recommend	DChEx	N/A	Part I
Quarter 3 Performance Report	A&GC	28.3.23	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Corporate Calendar 2023/24	Fire Authority	27.04.23	Annual	Agree	DChEx	N/A	Part I
Lead Member and Champion Annual Reports	Fire Authority	27.04.23	Annual	Note	Lead Officers	Lead Members	Part I
Built Environment Presentation	Fire Authority	27.04.23	Ad-hoc	Note	ACFO	N/A	Part I
Annual Plan 2023/24	Fire Authority	27.04.23	Annual	Agree	DChEx	N/A	Part I

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