

**MINUTES OF THE MEETING OF THE ROYAL BERKSHIRE FIRE  
AUTHORITY'S MANAGEMENT COMMITTEE**



**Held on Thursday 5 July 2012**

**Strategic Command Centre, Royal Berkshire Fire and Rescue  
Service, 103 Dee Road, Tilehurst, Reading RG30 4FS**

**Committee Members:** Councillor Phillip Bicknell (*Cllr John Lenton substituting*)  
Councillor Jeff Brooks  
\*Councillor Colin Dudley (Chairman)  
Councillor Paul Gittings  
Councillor Pauline Helliar-Symons (Vice-Chairman) (*Cllr Chris Bowring substituting*)  
\*Councillor Chris Maskell  
Councillor Angus Ross (*Cllr Adrian Edwards substituting*)  
\*Councillor Alan Ward (*from 7.15pm*)  
\* *present.*

**In Attendance:** Olaf Baars (Deputy Chief Fire Officer, DCFO)  
Becci Jeffries (Human Resources Manager, HRM)  
Bryan Morgan (Area Manager, Risk Management , AMRM)  
Caroline Redzikowska (Director, Corporate Services DCS)  
Carolyn Rowe (Committee Manager)  
Paul Southern (Assistant Chief Fire Officer, ACFO)  
Nicole Targett (Corporate Communications Manager)  
Andrew Vallance (Director of Resources, DR)

**Observers:** Royal Berkshire Fire and Rescue Service Officers

Cllr Emma Webster attended for the first part of the meeting until 7pm.

**395.** The Chairman noted that there were no representative bodies attending to request that any matters be brought to the Committee.

**396. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Phillip Bicknell, (Councillor John Lenton substituting) Councillor Jeff Brooks, Councillor Paul Gittings, Councillor Pauline Helliar-Symons (Councillor Chris Bowring substituting), Councillor Angus Ross ( Councillor Adrian Edwards substituting), and Councillor Alan Ward (who advised he would be arriving late).

**397. DECLARATIONS OF INTEREST**

There were no declarations of interest from Councillors relating to the items to be considered at the meeting, in accordance with the provisions of the Fire Authority's Local Code of Conduct.

There were no declarations of interest from officers.

**398. MINUTES OF THE MEETING HELD ON 21 MAY 2012**

**Resolved:**

That the Minutes of the meeting held on 21 May 2012 be confirmed as a correct record and signed by the Chairman.

**Action**

The Chairman noted that the actions from the last meeting had been discharged, and was advised by the DCFO that the issue regarding telemetry is ongoing.

### **399. RECEIPT OF ANNOUNCEMENTS**

- a) The Chairman announced that RBFRS were involved in a safety promotion day at motorway service stations on the M4 on Friday 6 July 2012, and if members wished to go and support them, it was suggested they check with Control where and when during the day to attend.
- b) The Chairman proposed that the Budget Working Party be set up in order that it might meet in August, which was earlier than previous years. He proposed that its membership should comprise the Group Leaders, the Chairman and vice Chairman of the Management Committee, and Councillor Alan Ward. There being no objections, it was

#### **resolved:**

That the 2013/14 Budget Working Party be set up with the following members:

Councillor Jeff Brooks  
Councillor Colin Dudley  
Councillor Paul Gittings  
Councillor Pauline Helliard-Symons and  
Councillor Alan Ward

### **400. ISSUES ARISING FROM THE AUDIT AND PERFORMANCE REVIEW COMMITTEE**

There were no reports referred by the Audit and Performance Review Committee.

### **401. INTEGRATED RISK MANAGEMENT PLAN WORKING PARTY REPORT ON THE LOW RISK CALL TRIAL**

Cllr Emma Webster, chairman of the IRMP Working Party, advised the report had been received on the 15 May 2012. It was requested because of concerns over the impact on morale. The Working Party had agreed a set of recommendations which were set out in the report to Management Committee, and which were different to those in the appended officer report.

The Chairman commented that he had been a substitute at that meeting, and looking again at the report for this meeting, still agreed with the recommendations made by the Members of the IRMP Working Party, and so moved. Cllr Bowring seconded and it was unanimously

#### **resolved to recommend to the Fire Authority:**

- a) that it be noted that the Working Party had considered the report and the results of the six month trial of Low Risk Incidents Policy, and
- b) that the recommendation from the Integrated Risk Management Party for the trial to be concluded, and for Royal Berkshire Fire and Rescue Service to revert back to the policy that stood before the trial commenced be **agreed** and
- c) that the development of community safety work by retained fire fighters be explored.

#### **402. INTEGRATED RISK MANAGEMENT ACTION PLAN 2013/14.**

The Assistant Chief Fire Officer (ACFO) introduced the report and advised members that the IRMP Action Plan would be a consultation document until 17 October 2012. It would then be subject to approval by Management Committee and the Fire Authority..

Members suggested amendments to page 17 under Newbury and Windsor Crewing, to clarify that the proposal was to disestablish 14 fire-fighter **posts** and transfer 8 **posts**; also to amend to add **proposed** new fire station **in Windsor** (remove Tinkers Lane)., and “The remaining six firefighter **posts** will be transferred to Newbury..”

ACFO

Cllr Emma Webster on behalf of the IRMP Working Party asked that her thanks be passed on to those who have contributed to the report following IRMP's comments. It was unanimously

**resolved:**

That the draft Integrated Risk Management Annual Action Plan for 2013/14 be approved for formal consultation.

#### **403 HUMAN RESOURCES UPDATE**

The Human Resources Manager introduced the report which provided additional information following the report at the last meeting. Some comparative information was included for sickness, and broken down further.

With regard to the work undertaken on return to work interviews, before the training they were held on average 45 days after return, and afterwards this had improved to 15 days. This method was still cited as one of the best ways to address sickness.

Cllr Maskell asked about the age profile of mental illness, and was advised that reported mental illness tended to relate to non work related factors, and also, the 56+ year group would be non-uniformed.

Cllr Edwards asked about the size of the other Fire Authorities, and it was confirmed that they were different sizes, and, as such the profile of manual and non physical roles would be different.

The Chairman thanked HRM for a very good report and it was

**resolved:**

that the report be noted.

(Cllr Emma Webster left the meeting at this point)

#### **404. FORWARD PLAN**

It was clarified that the Key Statistics report is scheduled for every 6 months, and

**resolved:**

That the forward plan be noted.

#### **405. DATE OF NEXT MEETING**

**Resolved:**

That the next meeting will be held on Monday 17 September 2012 at 6.30 pm in the Strategic Command Centre, Headquarters, Royal Berkshire Fire and Rescue Service, Dee Road, Tilehurst, Reading, Berkshire, RG30 4FS.

#### **406. EXCLUSION OF THE PUBLIC**

**Resolved:**

That under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following Agenda Items on the grounds that they involve the likely disclosure of exempt information, as defined in the Paragraphs 1, 2, 3 and 4 of Part I of Schedule 12A of the said Act indicated and is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

#### **407. PART II MINUTES OF THE MEETING HELD ON 21 MAY 2012**

**Resolved:**

That the Part II Minutes of the meeting held on 21 May 2012 be confirmed as a correct record and signed by the Chairman.

#### **408 NEW BRIGADE HEADQUARTERS**

The ACFO outlined the proposal for the new Brigade Headquarters set out in the agenda papers and in the additional paper sent to members with the recommendations from Strategic Asset Management Committee (SAM C) at their meeting on 26 June 2012. Cllr Edwards, the Vice Chairman of SAM C commended the recommendations.

(Councillor Ward joined during consideration of this item.)

**Resolved**

That the recommendations as set out in the report be accepted and recommended to the Fire Authority on 17 July 2012.

#### **409. CONTROL OPTIONS**

The DCFO introduced the paper sent out as part of the agenda and the additional paper sent to members with the draft item for the Fire Authority meeting on 17 July 2012 appended.

**Resolved:**

That the option for Control be agreed and recommended to the Fire Authority meeting on 17 July 2012

**410. IRMP REPORT ON CREWING AT WINDSOR, SLOUGH AND NEWBURY**

Cllr Adrian Edwards declared an interest as he lived in the area affected. The DCFO outlined the officer report and the option recommended by the IRMP Working Party. This was proposed by the Chairman, seconded by Cllr Edwards and it was unanimously

**resolved to recommend to the Fire Authority:**

- a) that the report be noted, and
- b) that the option recommended by the IRMP Working Party to the Fire Authority be agreed

**411. STAFFING MATTER**

Cllr Lenton declared an interest and advised that he would abstain from voting.

The report was introduced and considered by members. The recommendation was proposed by Cllr Bowring, seconded by Cllr Edwards and agreed.

The meeting closed at 8.05pm