



**Agenda
for the Meeting
of the
Management Committee**

Tuesday, 6th December, 2022

At

6.30 pm

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

For further information regarding this meeting, please contact:

Committee Team

0118 938 4611

E-Mail at committeeteam@rbfrs.co.uk

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



MEETING: Management Committee Meeting

DATE AND TIME: Tuesday, 6th December, 2022 at 6.30 pm

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

S U M M O N S

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

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

GRAHAM BRITTEN
Monitoring Officer

To: Members of the Management Committee:

Councillor Dennis Benneyworth	Councillor Jo Lovelock
Councillor Jeff Brooks	Councillor Dave McElroy
Councillor Colin Dudley	Councillor Dexter Smith
Councillor Paul Gittings	Councillor Rachelle Shepherd- DuBey
Councillor Pauline Helliard-Symons	Councillor Simon Werner
Councillor David Cannon	

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

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Pincent's Kiln
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AGENDA

1. Representative Bodies

Purpose:

The Chair may, at his discretion, invite the Representative Bodies present to address the Management Committee once on any Part I item, on the prerequisite that the Representative Bodies advise the Chair at the commencement of the meeting of those Agenda items they wish to speak to.

2. Apologies for Absence

3. Declarations of Interest

Purpose:

To receive Declarations of Interest from Members 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.

4. Minutes of the meeting held on 11 October 2022 (Pages 5 - 14)

Purpose:

That the Minutes of the meeting and any recorded actions held on 11 October 2022, be confirmed as a correct record and signed by the Chair.

5. Receipt of Announcements

Recommendation:

To receive announcements from the Chair and / or Chief Fire Officer.

6. 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.

7. ICT Waiver (To Follow)

Purpose:

To agree an ICT Waiver on a Communication Contract.

8. 2022/23 Budget Monitoring - Quarter Two (Pages 15 - 26)

Purpose:

To note the estimated revenue outturn, and to receive an update on capital projects at the end of quarter two 2022/23.

9. Appliance Availability by Crewing to Meet Corporate Measures 16 and 17 - Quarter Two (Pages 27 - 34)

Purpose:

To note the quarter performance appliance availability of the service's 14 whole-time appliance and the overall On-Call appliance availability in line with Corporate Measures 16 and 17.

10. Forward Plan (Pages 35 - 36)

Recommendation:

That the forward plan be noted.

11. Date of next meeting

Tuesday 7 February 2023, 6.30pm at RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD.

MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE



Held on Tuesday, 11th October, 2022 at 6.30 pm

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

Members:
(*present)

- | | |
|--------------------------------------|--------------------------------------|
| * Councillor Christine Bateson | * Councillor Tony Linden |
| * Councillor Dennis Benneyworth | * Councillor Jo Lovelock |
| * Councillor Jeff Brooks | * Councillor Dave McElroy |
| * Councillor Colin Dudley | * Councillor Dexter Smith |
| * Councillor Paul Gittings | * Councillor Rachelle Shepherd-DuBey |
| * Councillor Pauline Helliars-Symons | * Councillor Simon Werner |
| * Councillor David Cannon | |

In Attendance:

- Mark Arkwell (Deputy Chief Fire Officer, DCFO)
- Graham Britten (Monitoring Officer, MO)
- Paul Bremble (Head of Corporate Services, HCS)
- Conor Byrne (Head of Finance and Procurement, HF&P)
- Doug Buchanan (Area Manager, Response and Resilience, AM R&R)
- Abdifatar Hassan (Democratic Support Assistant, DSA)
- 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)
- Jim Powell, (Area Manager, Collaboration and Policy, AM C&P)
- Nikki Richards (Deputy Chief Executive, Dep ChEx)
- Fayth Rowe (Democratic Support Lead, DSL)
- Tregear Thomas (Area Manager, Prevention and Protection, AM P&P)
- Tony Vincent (Head of Business and Information Systems, HBIS)

19. REPRESENTATIVE BODIES

There were no questions received from Representative Bodies on any of the agenda items.

20. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors Dennis Benneyworth, Jo

Action

Lovelock and Dexter Smith.

Councillors Christine Bateson and Tony Linden were in attendance as substitutes for Councillors Benneyworth and Smith.

21. DECLARATIONS OF INTEREST

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

There were no Declarations of Interest received from Officers.

22. MINUTES OF THE MEETING HELD ON 30 JUNE AND 18 JULY 2022

There were no recorded actions in the Minutes.

RESOLVED that the Minutes of the meeting held on 30 June and 18 July 2022 be approved as a true and correct record, to be signed by the Chair.

23. RECEIPT OF ANNOUNCEMENTS

The Chair made the following announcements.

Rowe Court Fire

- Following an investigation by the Thames Valley Police Major Crime Unit, a man has been jailed for life for murder, arson and Grievous Bodily Harm, after he set fire to a block of flats in Rowe Court, Reading.
- Hakeem Kigundu, aged 32, formerly of Rowe Court, Reading, was sentenced to a whole life order with no minimum term at Reading Crown Court over a two day hearing, which concluded on Friday, 7 October.
- On 15 December 2021, Kigundu deliberately started a fire at a block of flats in Rowe Court, Reading, where he had been a resident. The fire spread, causing major damage to the building, and trapping residents inside. Tragically, two of the residents, Richard Burgess, aged 46, and Neil Morris, aged 45, were killed.
- A multi-agency response was required at the scene, coordinated through the Thames Valley Local Resilience Forum (TVLRF), with many RBFRS departments playing a vital role in the immediate response, recovery and post incident phases. Following the incident, our staff worked with the West Midlands Fire Investigation Team to present evidence to support the case. Thank you to all involved in supporting our response to this challenging incident.

Passing of Her Late Majesty the Queen and proclamation of King Charles III

- I was, as I'm sure everyone across Royal Berkshire Fire and Rescue

Service was, saddened to hear of the passing of Her Late Majesty The Queen on Thursday, 8 September 2022.

- Following the announcement of the death of Her Majesty, the Service supported 'Operation London Bridge', the name given to the funeral plan. I appreciate the incredible efforts made by our staff and partners to ensure that this operation was appropriately supported and that the normal high level of operational response was maintained. Thank you to everyone who supported this effort.
- With the Proclamation of King Charles III, I, as I'm sure all Members here, would like to wish King Charles III well as he begins his reign. Long live the King.

Ministerial Appointment – Jeremy Quin MP

- Prime Minister Liz Truss has appointed Jeremy Quin MP as the Minister of State for Fire, Policing and Tackling Crime.
- I'm sure members will join me in welcoming Jeremy to his new post and look forward to working with him in the future.

Chairman's Internship

- In August, 10 interns joined different teams from across the Service as part of the Chairman's Internship Scheme.
- The scheme was a first of its kind for the Service and offered the interns opportunities to develop their workplace skills and gain experience working in teams from across Royal Berkshire Fire and Rescue Service.
- At the end of the five weeks, interns were presented with certificates at an event to celebrate the completion of their internships. It was great to be a part of the celebration and to hear first-hand the positive experiences each of the interns had during their time at Royal Berkshire Fire and Rescue Service.
- The Chair expressed his thanks to both the Interns and the Project Team behind the internship who've worked so hard over the past year to deliver the scheme. Without their hard work and dedication, none of this would've been possible.

Community Engagement

- Over the past few months, the Service has been delivering valuable community engagement work across Berkshire.
- Both Newbury and Whitley Wood Fire Stations have hosted open days in recent weeks, attracting hundreds of visitors and helping us to reconnect with our communities following the COVID-19 pandemic.
- These events provided an excellent opportunity to share prevention, recruitment and other important messaging as well as offering a family friendly day out for guests.
- We were also proud to once again show our support for the LGBTQ+ community at Reading Pride. A crew from Caversham Road Fire Station joined other staff from across the Service at Kings Meadow to join in this year's celebrations

- Thank you to everyone who was involved in preparing and supporting these invaluable community engagement projects.

Service of Remembrance

- On Sunday, 4 September, we joined the Firefighters Memorial Trust's Service of Remembrance at Holy Sepulchre Church, London.
- We were pleased to join fire and rescue services from across the country in recognition of the commitment and dedication of firefighters across the United Kingdom. After a short church service, standard bearers and guests proceeded to the memorial for a wreath-laying ceremony.
- On 9 September, staff across the Service also paused to remember all those who tragically lost their lives, including 343 firefighters, in the terror attacks on the World Trade Centre in New York in 2001.
- It is very important that we continue to remember all those who have made the ultimate sacrifice in the line of duty.

24. ISSUES ARISING FROM THE AUDIT AND GOVERNANCE COMMITTEE

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

25. RECOMMENDATION OF COMMITTEES

It was noted agenda Item 8 was recommended from Thames Valley Fire Control Service (TVFCS) Joint Committee on 11 July 2022.

26. THAMES VALLEY FIRE CONTROL SERVICE (TVFCS) SYSTEM CONTRACTS AND HARDWARE REFRESH

Jim Powell, Area Manager Collaboration and Policy (AM C&P), informed Management Committee, the report was a recommendation from Thames Valley Control Service (TVFCS) Joint Committee held on 11 July, attended by Councillor Werner, and Councillor Malvern, as Councillor Lovelock's substitute.

He explained the report had been scrutinised by TVFCS Joint Committee, and subsequently presented to each Fire Authority and Oxfordshire County Council. TVFCS has two key systems, 'Vision 4' mobilising system contract and Integrated Communications Control System (ICCS) which was a radio system. The recommendation was seeking Members to agree the alignment and extension of both contracts for five years, and for Members to note the hardware refresh for the Vision System will be taken from capital expenditure 22/23 Renewals Account.

Jim stated a tendering exercise will need to be held for a new system to go live in 2030 and the current contract could be extended for two years to align to this date.

In response to a question from the Chair, Jim reported each Thames Valley Fire and Rescue Service (Royal Berkshire, Buckinghamshire and Oxfordshire) contribute £50,000 per year.

Councillor Linden asked post 2030, would TVFCS consider looking at whether there was hardware relevant to other blue light partners? Jim reported TVFCS were planning a two – three year project commencing in 2025 which will look at expanding the Service to Thames Valley Police (TVP) and South Central Ambulance Service (SCAS). He stated, TVP and SCAS currently has not expressed an appetite, however this will be looked at again.

In answer to a question from the Chair, Jim reported there was a nominated project Lead that would ensure the transition of software upgrades were administered quickly, as well as there was a secondary Control Room.

The Chair moved the recommendation which was seconded by Councillor Cannon.

RESOLVED that:

- 1) To extend the Vision mobilising system maintenance and support contract for five years, from 10 April 2023 to 10 April 2028, authorising Oxfordshire County Council as lead Authority to undertake this extension, be agreed;
- 2) The use of the annual profiled capital expenditure for 22/23 from the Renewals account to deliver the hardware refresh for the Vision system, be noted; and
- 3) To tender for a five year maintenance and support contract, for the ICCS DS3000 from 10 April 2023 to 10 April 2028 (with options to extend for two years), be agreed.

27. 2022/23 BUDGET MONITORING - QUARTER ONE

Conor Byrne, Head of Finance and Procurement (HF&P), reported the forecast outturn for 2022/23 shown in Appendix A, anticipated a deficit of £618,000 to be funded from reserves.

Staff budgets were under pressure, with overtime forecast to be £274,000 over budget. There were a number of factors, including the need to cover sickness absences, annual leave and training. Additional overtime costs have partly been offset due to a different mix of station staff in development and competent roles.

He stated the latest Green Book pay award for 2022/23 that had been offered by the employers' side equates to an additional budget pressure of £218,000. This has been built into quarter one forecast, and will be mitigated by a number of vacancies that have not been filled.

The potential impact of the pay negotiations for Grey Book had not been built

into this forecast as the offer made by the Employers' side was 2% and the budget had been set with salary increases of 2.5%. The subsequent 5% offer that has been made, if accepted would add a pressure of £500,000 to the budget. This would take the deficit to be over £900,000.

In referring to the *Utilities* line, through hedging, our energy contractor had managed to mitigate market extremes.

He reported the External Auditors were seeking an increase of Audit fees by 90% which was against a backdrop of dysfunction in the local government Audit market.

He reported a reduction in Section 31 Grant income (business rates payments).

However, against the above pressures, the final appeal on business rates charges (Dee Road Fire Station) had been successful and resulted in a net refund of £109,000.

In referring to paragraph 3.15 of the report (*Investment Interest*), Conor reported due to recent interest rate rises, it was anticipated that yields from invested sums should generate additional income this year of £61,000.

In summary, the Authority need to make immediate savings to reduce the deficit, and has imposed a recruitment freeze, in response to the budget pressure of pay wards and rising utility costs.

In response to a question from Councillor Bateson, Conor reported the National Chief's Council (NFCC) were co-ordinating responses in relation to pay negotiations. In terms of revenue budgets, other Fire Authorities may be in a better position.

Councillor Linden asked whether £618,000 deficit would be taken from reserves to balance the budget, and what mitigating measures was the Authority looking at? Conor reported he had met with Budget and Income Generation Lead Member, Councillor Brooks regarding next year's budget setting.

In response to Councillor Shepherd-DuBey, Conor stated the reserves amongst various Fire Authorities were very different. Royal Berkshire was the fourth lowest precept in the County, therefore the continual lobbying of central government to allow us to increase the precept is essential.

Councillor Gittings referred to discussions he had at a recent Chief and Chair's meeting and acknowledged the 5% Pay Award offer would be an enormous stretch for the Authority. He was also grateful for the recent support provided on utility and energy costs to off-set the increase in the market. Conor reported of a meeting he had with energy provider who advised due to recent hedging, the Authority may not have exceeded price caps. The Chair stated that businesses were not previously subject to a price caps.

Councillor Brooks stated the pressures outlined in the quarter one report were

outside the Authority's control. He added, what was in the Authority's control was overtime costs, the recruitment freeze and salary's within support services. The Senior Leadership Team (SLT) were going through a series of saving options for consideration. In referring to the Transition Fund, he stated, he was keen on looking at ways of working that gave the Authority payback (Invest to save).

The Chair stated he was pleased to hear the efforts that were being made to balance the budget.

RESOLVED that the report be noted.

28. APPLIANCE AVAILABILITY BY CREWING TO MEET CORPORATE MEASURES 16 AND 17

Doug Buchanan, Area Manager Response and Resilience (AM R&R), reported the Fire Authority changed the corporate measure definition for Wholetime availability when they agreed the Annual Plan. Quarter one Wholetime Availability was 97.6% against a target of 99%. He stated there would always be an occasion when an appliance was off the run.

The pressures were due to sickness levels, pre-arranged overtime (PAOT) and a growing number of staff that were in development. He stated the Service had a lean establishment of 324, however in April there were 314, in May – 320 and in June – 324. He explained the establishment levels fluctuated due to leaver profile, retirements and transfers which all impact appliance availability. The Service was continually working to mitigate the above pressure by recent recruitment and transfers.

Marginal gains had been made in relation to On-Call Availability. In referring to paragraph 3.11 of the report, he stated the Service had adjusted individual Station targets. He added, that the Service continued to see success in On-Call recruitment, for example, Lambourn was moving in a positive direction.

The overall availability across Wholetime and On-Call duty systems was a response standard target of 75.9% of emergency incidents attended in 10 minutes.

In response to a question from the Chair, Doug stated a report was presented to the Fire Authority on 4 October, on the impact of appliance availability during the Summer Heatwave and that there will be a dip in the response standard in quarter two. The Community Risk Management Plan (CRMP) was in development and Officers will be looking at the impact climate change.

The Chair asked whether Wholetime availability affected Prevention and Safe and Well visits? Doug reported, Local Safety Plans identified targets based within individual areas.

The Vice –Chair asked a question about the target of attending an incident

within 10 minutes. Doug reported the Service achieved its response target of 79% of occasions. He explained that the first appliance arrived at an incident within 10 minutes. The Strategic Performance Board (SPB) were monitoring the arrival time of the second appliance.

In referring to paragraph 3.5, the Vice-Chair asked whether the Service had conducted exit interviews. Doug reported exit interviews were held and the feedback received was around retirement and transfers to other Fire and Rescue Services e.g. London Fire Brigade.

Becci Jefferies, Head of Human Resources and Learning and Development (HHR&L&D), informed Members an annual analysis on exit interviews was held to identify trends. She added the effects of the immediate detriment was another reason for staff leaving, as well as ill-health and resignation. In relation to On-Call staff, some people left the organisation due to a change in their daytime activity, or career change.

Doug reported that a Station Manager was supporting On-Call availability on his work on recruitment and retention. A recent policy change enables On-Call colleagues to supplement another On-Call station.

Councillor Brooks asked whether the Service were monitoring the remainder of occasions when appliances did not arrive within 10 minutes. Doug reported SPB monitors the Response Standard and targeted prevention and protection activities were held in those areas, where the appliance is arriving outside of the 10 minute target.

In response to a follow up question from Councillor Brooks, Jim Powell, Area Manager Collaboration and Policy explained the Service did modelling on Response Standards and informed Members that the 1st appliance target was to arrive within 10 minutes, followed by a 2nd appliance. He added the 2nd appliance arrived within 20 minutes (to back up the 1st appliance).

In answer to questions from Councillor Linden, Andrew McLenahan (Head of Facilities, Fleet and Estates) reported the appliances that were being repaired at Theale Fire Station were put back on the run. Doug reported of the challenges of appliance availability in Lambourn, however, three or four On-Call were recruited.

In answer to Councillor McElroy on Response Standards, Doug stated the incident data informs us that our appliances were located in the best locations around the County. Some bigger geographical areas were difficult to reach, however the risk had been reduced due to the prevention and protection activities in those areas. He added CRMP would also review this.

Nikki Richards, Deputy Chief Executive (DChEx), informed Members that the Service was currently in the middle of CRMP process and modelling will be looked at to refresh the data.

The Chair reported that a heat map is overlaid on areas where incidents were held. He reported the Response Standard included the time from the call came in to when the appliance arrived at the incident.

RESOLVED that:

1) The 2022-23 quarter one performance of 97.6% appliance availability of the Service's 14 whole-time appliances in line with Corporate Measure 16, be noted.

2) The 2022-23 quarter one performance of overall on-call appliance availability of 44.4% in line with Corporate Measure 17, be noted.

29. FORWARD PLAN

RESOLVED that the Forward Plan be noted.

30. DATE OF NEXT MEETING

Tuesday, 6 December 2022, 6.30pm at RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD.

(The meeting concluded at 19:43)

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ROYAL BERKSHIRE FIRE AUTHORITY REPORT



COMMITTEE	MANAGEMENT COMMITTEE
DATE OF MEETING	6 DECEMBER 2022
SUBJECT	2022/23 BUDGET MONITORING – QUARTER TWO
LEAD OFFICER	CONOR BYRNE, HEAD OF FINANCE AND PROCUREMENT
LEAD MEMBER	COUNCILLOR JEFF BROOKS
EXEMPT INFORMATION	NONE
ACTION	FOR NOTE

1. EXECUTIVE SUMMARY

- 1.1 To inform members of the estimated revenue outturn and to provide an update on capital projects at the end of quarter 2 2022/23.

2. RECOMMENDATION

- 2.1 That the Management Committee **NOTE** the report.

3. REPORT

Commentary on Revenue Outturn

- 3.1 The detailed revenue outturn for quarter 2, 2022/23 is shown in **Appendix A**. Net costs of TVFCS for quarter 2 are shown in **Appendix B**.
- 3.2 The 2022/23 Revenue Budget agreed by Members in February 2022 was set at £38.446m as a balanced budget with no use of reserves.
- 3.3 The forecast revenue outturn for 2022/23 is shown in Appendix A, and shows an anticipated deficit of £800,000, to be funded from reserves. Variances against individual revenue lines are explained below.
- 3.4 A pay offer of 5% to Grey Book staff, backdated to 1 July 2022, has been made and rejected. This offer has been incorporated into the current forecast. Compared with the original budget of 2.5%, this gives a forecast increase in employment costs for Grey book staff in 2022/23 of £373,000. This is split between *stations* (£320,000) and *non-station* Grey book staff (£53,000).

Agenda Item 8

- 3.5 Station staff budgets are also under pressure with overtime forecast to be £453,000 over budget (before any adjustment for back dated pay rises and the NI reduction). At the end of Q1 the variance was forecast as £274,000. There are various factors for the increase and level of the variance, including the additional bank holiday for the Queen's funeral, increased working in the summer heatwave, the need to cover absences for sickness and those on light duties, annual leave and training in order to maintain crewing levels. 18 new recruits came onto stations in mid-April but need time to build up operational competency and have an effect on crewing cover.
- 3.6 On-call stations are showing positive and negative variances across the county with an overall net pressure of £25,000, including allowance for the payrise and NI reduction.
- 3.7 The Green Book pay award for 2022/23 has been accepted and equates to an additional budget pressure of £219,000 and has been built into the Q2 forecast. This additional cost is mitigated by a number of vacancies that have not been filled due to the overall budgetary position.
- 3.8 Set against the adverse variances for pay rises is the Government announcement that the additional 1.25% rise in employers' national insurance contributions would be removed from November 2022 - resulting in forecast savings of £85,000, split between *stations* (£49,000) and *non-station* (£36,000).
- 3.9 *Repairs and Maintenance.* Water damage to the lecture block at the Whitley Wood Fire Station is estimated to cost around £122,000, but will be mostly reimbursed through an insurance claim (see other income below).
- 3.10 *Rates.* The final appeal on business rate charges (Dee Road site) has been successful and has resulted in a net refund of £109,000.
- 3.11 *Utilities.* Our energy contractor has mitigated market extremes through hedging. Although additional budget provision for utilities has been made in the current year, it is anticipated that costs will exceed the budget allocated by an additional £217,000. This does not take into account the support the Government will provide, the consequences of which are being worked through by our contractor.
- 3.12 *Transport.* It is estimated that increased activity and the rise in fuel prices will result in an additional £44,000 in transport costs this year.
- 3.13 Cross border charges have been agreed with Thames Valley partners for the first two quarters of the year and, based on this, it is estimated that charges will be £29,000 higher (under *Contracts Other*) and income £159,000 higher (under *Income Other*) higher than the budgeted targets.
- 3.14 The Authority has a statutory duty to put in place contingency arrangements for potential or actual industrial action to ensure that risk to the public is

minimised. To date, this has resulted in additional costs of £42,000 (under *Contracts Other*) as well as some additional expenditure under the *Equipment* line.

- 3.15 *Income Other* also includes £15,000 as our share of prior year surpluses that have been distributed by the Fire and Rescue Indemnity Company as well as the insurance claim for the water damage at Whitley Wood.
- 3.16 The *Grants* line is showing an adverse variance as the Authority unexpectedly received notification from the Home Office that the grant funding provided for Firelink will be completely phased out over a five year period, starting in 2022/23. A 20% reduction in funding will occur in each of the next five years. This has resulted in a £75,000 budget pressure in 2022/23. It should also be noted that the grant did not cover all of the costs of Firelink and the Firelink contract increases by RPI each year. Within five years the unsupported costs of Firelink could be around £550,000.
- 3.17 *Investment Interest*. Given the recent interest rate rises it is anticipated that yields from invested sums should generate additional income this year of £241,000.
- 3.18 *Gov Grants/Precepts*. As part of budget setting the Authority had to estimate the income it is due from central Government for section 31 business rates relief payments, for both the current and prior years. These figures are still to be confirmed fully, and are made up of a number of variables outside of the direct control of the Authority. The net expected variance is £190,000 in reduced income.
- 3.19 As in previous years, the Chief Fire Officer has been lobbying the Government in relation to a fair funding settlement for the Fire Authority and has been in correspondence with Jeremy Quin who was Minister for Crime, Policing and Fire. Mr Quin acknowledged the vital work that firefighters undertake and said that he understood the issues around retention and recruitment of firefighters.

Capital

- 3.20 Capital expenditure to quarter 2, 2022/23 and supporting commentary for each respective scheme is shown in **Appendix C**.

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 forecast outturn position on the Revenue Account is expected to increase the call on reserves by £800,000 by the end of the financial year.

Agenda Item 8

6. LEGAL IMPLICATIONS

6.1 Expenditure complies with the Authority's Financial Regulations.

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 There are no equality and diversity implications arising from this report.

8. RISK IMPLICATIONS

8.1 The revenue and capital outturns together with the reserves position are consistent with the assumptions within the Medium Term Financial Plan.

8.2 Regular monitoring of expenditure against budgets helps ensure that resources are matched to need.

9. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 The duty to collaborate is considered as part of the procurement process for both revenue and capital expenditure.

10. PRINCIPAL CONSULTATION

10.1 The Chief Fire Officer has noted the contents of the report.

11. BACKGROUND PAPERS

11.1 Agenda and Minutes, Royal Berkshire Authority: 15 February 2022.

12. APPENDICES

12.1 Appendix A – Revenue position at quarter 2 2022/23

12.2 Appendix B – Net costs of TVFCS quarter 2 2022/23

12.3 Appendix C – Capital position at quarter 2 2022/23

13. CONTACT DETAILS

13.1 Mark Hawkins
Finance Manager
07785 573434

13.2 Conor Byrne
Head of Finance and Procurement
07585 991602

	Annual Budget £'000	Q2 Outturn £'000	Forecast to YE £'000	Fcast - Budget Variance £'000
EMPLOYEES				
STATIONS	17,162	8,767	17,820	658
NON-STATIONS	11,963	5,577	12,010	47
TRAINING	723	167	730	7
OTHER	255	125	265	10
	30,103	14,636	30,825	722
PREMISES				
REPAIRS & MAINTENANCE	757	350	882	125
RATES	821	469	712	(109)
CLEANING	267	97	249	(18)
UTILITIES	530	166	747	217
	2,375	1,082	2,590	215
SUPPLIES				
INSURANCE	397	227	389	(8)
EQUIPMENT	520	206	545	25
IS EQUIPMENT & LICENCES	754	555	767	13
CLOTHING/PPE	370	169	370	0
COMMUNICATIONS	799	314	811	12
OCCUPATIONAL HEALTH	221	118	237	16
PRINT/STATIONERY/PUBLICATIONS/SUBSCRIPTIONS	143	105	148	5
COMMUNITY FIRE SAFETY SUPPLIES	180	69	180	0
SUPPLIES OTHER	197	74	201	4
	3,581	1,837	3,648	67
CONTRACTS				
CONTRIBUTION TO TVFCS & COLLABORATION	930	433	922	(8)
LEGAL	50	2	50	0
CONTRACTS OTHER (incl Professional Services)	695	150	776	81
	1,675	585	1,748	73
TRANSPORT				
VEHICLE RUNNING COSTS	727	387	776	49
TRAVEL	212	83	202	(10)
	939	470	978	39
PENSIONS				
PENSIONS	434	215	425	(9)
	434	215	425	(9)
INCOME				
GRANTS	(2,169)	(1,824)	(2,094)	75
RENTAL INCOME	(243)	(73)	(243)	0
TVFCS RECHARGE INCOME	(354)	(177)	(354)	0
INCOME OTHER	(385)	(89)	(699)	(314)
	(3,151)	(2,163)	(3,390)	(239)
NET COST OF SERVICES	35,956	16,662	36,824	868
DEBT CHARGES INTEREST	388	146	371	(17)
INVESTMENT INTEREST	(60)	(31)	(301)	(241)
REVENUE FUNDING OF CAPITAL	1,748	0	1,748	0
APPROPRIATION TO/(FROM) RESERVES	(287)	0	(287)	0
FINANCING COSTS	701	0	701	0
NET EXPENDITURE	38,446	16,777	39,056	610
GOV GRANTS/PRECEPTS	(38,446)	(22,165)	(38,256)	190
(SURPLUS)/DEFICIT BEFORE USE OF RESERVES	0	(5,388)	800	800

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Royal Berkshire Fire Authority
 Quarter 2 Budget Monitoring Report 2022/23

Thames Valley Fire Control Service (TVFCS)

	Annual Budget £'000	Outturn to Sept 22 £'000	Forecast to Y/E £'000	Forecast Variance £'000
EMPLOYEES	1,868	900	1,844	(24)
CORPORATE RECHARGES TO TVFCS FROM RBFRS	354	177	354	0
SUPPLIES/ OTHER	39	(10)	41	2
TECHNOLOGY	252	104	252	0
NET COST OF TVFCS	2,513	1,171	2,491	(22)
RBFRS Share of Costs (37%)	930	433	922	(8)

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Project Owner	Active Capital Projects	Total Project Budget	Spend in Prior Years	Spend to date 2022/23	Total Estimated Spend in 2022/23	Estimated Project Spend to Completion	Total Estimated Project Spend	Commentary
		£000's	£000's	£000's	£000's	£000's	£000's	
		A	B	C	D	E	B+C+E	
Property, Capital Projects and Estates	Fire stations - Minor Capital Works Programme	1,250	197	169	893	884	1,250	The works at Bracknell have now been completed. The first two phases of work at Maidenhead are now complete. Work continues in the upstairs area, with all work expected to be completed in Q4 22/23. At Slough a review of the scope has been undertaken. The tender process is expected to start in Q4 22/23, subject to the ongoing feasibility study and associated cost analysis. Overall plans for remaining Stations are being reviewed to ensure opportunities are maximised.
Fleet & equipment	White Fleet	501	43	24	310	434	501	Four hybrid vehicles were delivered in early October and are now being fitted out and should become operational in November. Three electric vehicles are expected in November 2022. Suppliers continue to advise of long lead times; a further 3 hybrid vehicles have been ordered and their estimated delivery is May 2023. User requirements and final specifications for the two remaining vehicles are being finalised.
	Breathing Apparatus Equipment	972	6	38	804	766	810	This has been a collaborative project, and during the last quarter the supplier approached the Thames Valley partners to formally request an extension to delivery times for the remaining equipment. This is due to a global shortage of semi conductors and raw rubber, and the extension was formally agreed by the Thames Valley alignment board. Equipment orders were placed last year to enable training to commence and the second and final tranche of equipment is now due to be received in December 2022. Training in RBFRS has been completed and the training team have moved to Buckinghamshire. It is estimated that Berkshire will now go live in mid January 2023. Buckinghamshire and Oxfordshire are due to go live in February and March 2023. As part of the Thames Valley alignment agreement we will be supporting their training and roll out, as they have been supporting us. This means that once the equipment goes live here, the project will continue so that the training can be completed in the other services. The budget approved in the business case was prior to the procurement process commencing. The cost of equipment was less than estimated and the fleet modification costs were also considerably less than predicted, as the supplier selected had the smallest modification requirements. The estimated outturn will be subject to any inflationary pressures that are still to be realised in the current economic climate.

Project Owner	Active Capital Projects	Total	Spend in	Spend to	Total	Estimated	Total	Commentary
		Project Budget	Prior Years	date 2022/23	Estimated Spend in 2022/23	Project Spend to Completion	Estimated Project Spend	
		£000's	£000's	£000's	£000's	£000's	£000's	
ICT	Network Refresh	87	0	0	87	87	87	Project to improve mobile phone reception in some areas of Newsham Court via a mobile phone signal booster, and one off implementation costs of SANH replacement network connectivity costs for TVFCS. Support for the current SANH link is ending. Both projects are on target to complete in the current year. SANH Replacement and remainder of network refresh work continues, with deliveries arriving, but invoicing delayed due to ongoing global hardware supply issues.
	Hardware - Computer peripheral refresh	60	23	0	37	37	60	This project supports the ongoing replacement of computer peripheral equipment, including cameras and monitors. This is an ongoing process with planned spending aligned to the client computer hardware refresh cycle. Final tranche of replacement computer monitors have been ordered in Q2.
	Software - Firewatch Development	50	0	0	0	50	50	System development costs to develop Firewatch. Paused ahead of a formal review.
	MDT Refresh	141	0	0	0	141	141	Final specification research underway, with options to align with Buckinghamshire's approach being actively reviewed. Procurement via an existing framework may provide the opportunity to complete deployment in Q4 22/23.
	Fireground Radio Replacement	136	0	0	0	136	136	Workshop to identify requirements held, with the final device specification currently being finalised. This will be a collaborative project exercise, with the aim of harmonising fireground radio systems across the three Thames Valley services. Collaborative approach may lead to a slight delay in implementation.
	Station End Refresh	67	0	0	0	67	67	Lead time on required hardware has been estimated at 30 weeks from point of order, so this project is unlikely to incur significant costs until 23/24. But purchase orders must be completed as soon as practicably possible due to age, and unreliability of current equipment.
	Website and Intranet upgrade	90	0	0	93	93	93	One off build and implementation costs for upgrade to both the external website and internal intranet system, including customisation for RBFRS requirements. Project completed on target and went live in October 2022.
	Video Conferencing Equipment	88	15	24	73	49	88	Additional funding secured from central Government for specific projects linked to COVID-19 has enabled the purchase of additional video conferencing capabilities and equipment. Delivery and installation of new equipment has commenced in HQ meeting rooms. Rollout of soundbar technology well advanced, but still awaiting delivery of large room integration equipment.

Project Owner	Active Capital Projects	Total	Spend in	Spend to	Total	Estimated	Total	Commentary
		Project Budget	Prior Years	date 2022/23	Estimated Spend in 2022/23	Project Spend to Completion	Estimated Project Spend	
		£000's	£000's	£000's	£000's	£000's	£000's	
	Helpdesk System	45	33	0	14	14	47	The stores element of the project is the final section to be completed (previous element completed in October 2021). Estimated spend in 22/23 reflects quotation received and project will be completed in this financial year. Development work underway with expected completion in Q3 22/23.
TOTAL		3,487	317	255	2,311	2,758	3,330	

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ROYAL BERKSHIRE FIRE AUTHORITY REPORT



COMMITTEE	MANAGEMENT COMMITTEE
DATE OF MEETING	6 DECEMBER 2022
SUBJECT	APPLIANCE AVAILABILITY BY CREWING TO MEET CORPORATE MEASURES 16 AND 17 – QUARTER TWO
LEAD OFFICER	DOUG BUCHANAN, AREA MANAGER RESPONSE AND RESILIENCE
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	TO NOTE

1. EXECUTIVE SUMMARY

- 1.1 This report provides information on quarter two performance with supporting narrative on the whole-time duty system and the On-Call duty system appliance availability.
- 1.2 Whole-time availability across the quarter was **97.4%** against a target of **99%**.
- 1.3 On-Call appliance availability through the quarter was **40.3%** against a target of **60%**. This represents a 4% drop from the previous quarter.
- 1.4 For a number of reasons, crewing and availability across both duty systems is likely to continue to be volatile for some time, so it is imperative that workforce planning and effective service delivery management and monitoring continue with sharp focus.
- 1.5 The Service experienced an extremely busy summer in relation to incident mobilisations amid an enduring national heatwave. Whilst the Service put in arrangements to enhance resilience, it is unsurprising that the response standard has been impacted, achieving **69.3%** against a target of **75%** of emergency incidents attended in 10 minutes.

2. RECOMMENDATION

That Management Committee:

¹ Corporate Measure 16: Percentage of wholetime frontline pumping appliance availability (fire engines).

² Corporate Measure 17: Percentage of hours per month where there is adequate crewing on On-Call appliances (fire engines).

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- 2.1 **NOTE** the 2022-23 quarter two performance of **97.4%** appliance availability of the Service's 14 whole-time appliances in line with Corporate Measure 16¹
- 2.2 **NOTE** the 2022-23 quarter two performance of overall On-Call appliance availability of **40.3%** in line with Corporate Measure 17².

3. **REPORT**

Whole-time Duty System Appliance Availability

- 3.1 This report provides the 2022-23 quarter two update of performance against Corporate Measure 16; *percentage of whole-time frontline pumping appliance availability.*
- 3.2 RBFRS employ a lean operating model including the whole-time duty system provision. With an establishment of 324 staff (81 per duty line), maintaining sufficient minimum numbers of qualified firefighters requires effective management combined with flexibility and commitment to provide additional hours from staff on a pre-arranged overtime (PAOT) basis.

Response activity:

- 3.3 Summer heatwave: Response activity was exceptionally high during this quarter. During the period, there were four occasions where appliance availability was affected by the switch crewing of specialist appliances. For example, on three separate shifts the Bracknell fire engine was unavailable due to the duty crew being utilised on the Zetros, the Service's off road water carrier. Similarly, on one occasion, the Windsor appliance was unavailable for a full shift as the staff were redeployed to crew the off-road firefighting vehicles based at Maidenhead. These examples were directly linked with the summer heatwave and our response to fires in the open. In addition to a significant increase in incident response within Berkshire, the Service also attended a higher than usual number of incidents over the border in line with 13/16 mutual aid agreements.
- 3.4 Operation Bridge (the Queens funeral) also fell within this quarter. There was significant focus on ensuring crewing and availability supported the event, with appropriate levels of resilience built in for Business as Usual (BAU). This had additional impacts in terms of pre-arranged overtime (PAOT) usage.
- 3.5 There were two full shifts during the quarter where a single appliance was taken off the run so the crews could conduct operational training, which couldn't be delivered whilst remaining available for incidents.
- 3.6 Of the 184 shifts in the quarter, there were 24 in which there was insufficient crewing to provide our optimum cover of 14 appliances and the Service had to enact its degradation guidance.

Ongoing pressures:

- 3.7 Operational staff sickness levels continue to add pressure to the Services ability to meet its target for corporate measure 16, in relation to crewing. Through the quarter the WDS sickness was 6.1%.
- 3.8 Additionally, the leaver profile has continued to present challenges in maintaining full establishment levels across our whole-time duty system. During quarter two, there were 6 WDS leavers.

Mitigation:

- 3.9 To help mitigate these pressures a number of actions have been taken:
- Service Delivery continued to lead a cross-departmental response resourcing group, to closely monitor and manage crewing deficiencies. This oversight has provided opportunities to make a number of interventions to maintain appropriate response standards balanced across immediate and longer-term impacts for the organisation. These included:
- i. Monitoring the impacts of planned training events and either delivering in a different way or postponing these where they had a direct impact on appliance availability.
 - ii. Realigning operationally competent staff performing other duties (such as projects or resilience planning) to targeted operational shifts. Staff on restricted duties were used to backfill this impact where possible.
 - iii. Recruitment of a further 13 transferees who started on stations in early August.
 - iv. Ensuring that the Service's degradation policy was consistently applied to reduce the impact on response standards.
 - v. Utilising On-Call during peak periods as immediately available appliances.
- 3.10 As reported in quarter one, the Service expect to see continued pressures in relation to maintaining establishment levels over the coming months. The leaver profile due to retirement continues to be high and with the cost of living challenges (particularly impactful in Berkshire) retention of staff will be more difficult than usual. Combining these two factors and also a continued higher than usual sickness profile, the Service developed a summer strategy to ensure our resources are best deployed, on some occasions favouring the crewing of special appliances, over fire engines. Additionally, in August we recruited a further cohort of apprentice Firefighters who will be available for crewing from early next year.

On-Call Duty System Appliance Availability

- 3.11 The report also details performance against Corporate Measure 17, which sets a target of *60% of hours where there is adequate crewing on On-Call frontline pumping appliances (based on 24/7 crewing)*. This measure being applied across the individual and overall availability of the Service's five On-Call appliances.

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3.12 The overall availability for On-Call appliances in Q1 was **40.3%**.

3.13 The table below shows a breakdown of the year on year appliance availability identifying how with the exception of the Covid impacted year (Highlighted in yellow) appliance availability during Q2 is the highest it has been since 2017.

Year	Q1.	Q2.	Q3.	Q4.
2022	44.4%	40.3%		
2021	59.8%	34.7%	36.5%	43.8%
2020 (Covid)	72.4%	60.9%	61.1%	68.2%
2019	45.0%	36.2%	42.5%	45.4%
2018	37.1%	33.0%	38.3%	47.6%
2017	36.3%	33.7%	31.6%	35.8%

Data Source CM16% Adequate Retained Overall Availability (with qualifications)

3.14 Additionally the table below shows the breakdown of On-Call station performance across the quarter measured against Q1 along with the individual station target.

STATION	TARGET	JULY	AUGUST	SEPT	QTR 1 2022	QTR 2 2022 TOTAL
HUNGERFORD	70%	47.31%	37.37%	44.31%	53.4%	43.0% ↓
LAMBOURN	30%	6.72%	5.65%	19.31%	9.3%	10.5% ↑
MORTIMER	70%	64.11%	54.84%	45.42%	58.8%	54.9% ↓
CROWTHORNE	80%	70.30%	45.43%	70.00%	66.7%	61.8% ↓
MAIDENHEAD	50%	24.60%	33.74%	36.53%	33.9%	31.6% ↓

Data Source CM16% Adequate Retained Overall Availability (with qualifications)

3.15 Whilst the table above indicates a decrease in appliance availability across all of the On-Call stations with the exception of Lambourn (highlighted in Green)

the performance during Q2 remains an increase over the same period in previous years.

- 3.16 Additionally the significant increase in availability for Lambourn during this period can be attributed to the allocation of the On-Call Learning support role which has had a positive impact on cover in the West hub since the inception of the role.
- 3.17 A target of 60% is a stretched target which will always be challenging and subject to some of the volatility of the On Call model. There are a number of factors that have contributed to overall On-Call appliance availability falling short of the 60% overall target during Q2, but it is predominantly related to the challenge of attracting and retaining individuals who are able to offer daytime appliance availability and the loss of individuals with key qualifications such as ICSL1 and ERD and the prolonged time it takes to build sufficient knowledge and experience to progress into these roles.
- 3.18 Individual station performance:
- Hungerford –Decrease of almost 10% from Q1 2022-23. This is predominantly related to key individuals being successful within the On-Call to WDS transfer process. This has resulted in an ICSL1 & ERD qualified staff member reducing On-Call availability and another ERD qualified staff member resigning from the On-Call role at this station.
 - Lambourn – Continues to present challenges as there are currently only five crew members qualified and available to crew the appliance. Of the five qualified crew members three are in Dual contract roles and only one member of staff is ICSL1 qualified. A programme of recruitment has been successful at this station with the station now having 9 crew members, however the impact from this is unlikely to be felt until the 2023/24 financial year due to the time taken for staff to complete the relevant training and acquisition of skills to be qualified to positively impact crewing.
 - Mortimer – Decrease of 4 % from Q1, however this is largely due to the long term absence of a key individual ERD qualified staff member and the allocation of leave for staff during the summer period. Mortimer were particularly busy during the spate period resulting in a number of crew members requiring leave moves toward the end of the Quarter in order to satisfy primary employment commitments.
 - Maidenhead – Decrease of 2% from Q1. This station presents slightly different challenges to the other On-Call stations. Whilst the establishment number is healthy, most of the staff are dual contract and therefore are limited in the amount of availability that can be offered to the On-Call appliance availability. A programme of recruitment is ongoing for the station and is likely to achieve results during Q3 however it is unlikely that benefits

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will to be felt until the 2023/24 financial year due to the time taken for staff to complete the relevant training and acquisition of skills to be qualified to positively impact crewing.

- Crowthorne – continues to achieve good availability and has a resilient mix of experience and qualifications, however some challenges have been apparent due to the absence of key individuals.

- 3.19 Hub-based management teams continue to provide support to all On-Call station-based teams to promote and increase the availability of On-Call fire appliances across the Service through management of provided hours and the use of the On-Call crewing policy.
- 3.20 Additional resources have been allocated to supporting On-Call availability with the recruitment of an On-Call learning support Watch manager. In addition to providing much needed support to the On-Call staff in development, the role will also provide some operational resilience to Hungerford and Lambourn. This has been successful with the significant improvements identified at Lambourn during September of Q2.
- 3.21 On-Call recruitment has been ongoing, with particular successes at Lambourn where two additional recruits have commenced employment. However due to the long lead times for recruits to become qualified the full benefits of this is unlikely to be fully felt until the end of the financial year.
- 3.22 A recruitment campaign is currently underway with interest from candidates for all stations that are currently recruiting with the use of the positive action Fire fit programme at Lambourn and Maidenhead successfully attracting recruits from underrepresented communities into the service.
- 3.23 There is also a focus at Maidenhead to bolster new recruits to mitigate the impacts of dual contract employment. The Service have also changed the on call crewing policy, allowing greater flexibility in relation to station detachments.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 Commitment 2 – We will ensure a swift and appropriate response when called to emergencies.
- 4.2 Commitment 5 – We will ensure that Royal Berkshire Fire and Rescue Service provides good value for money.

5. FINANCIAL IMPLICATIONS

- 5.1 The use of PAOT continues to be utilised to support a lean crewing model and to mitigate other extractions. Due to some of the pressures experienced through the quarter, expenditure is above planned levels. Recognising the

financial pressures the Service is currently experiencing and anticipating going forward, a task group will be established in quarter 3 to scrutinise PAOT usage with a view to bringing the financial cost back in line with budget expectations.

6. LEGAL IMPLICATIONS

6.1 None identified.

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 None identified.

8. RISK IMPLICATIONS

8.1 The provision of sufficient minimum qualified firefighters and therefore appliance availability is listed as a corporate risk under risk number 681. It is monitored by the Director of Service Delivery and, as necessary, treatments are reported to the Senior Leadership Team and the Audit and Governance Committee.

9. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 None identified.

10. BACKGROUND PAPERS

10.1 Annual Plan 2022-23

11. APPENDICES

11.1 None.

12. CONTACT DETAILS

12.1 Doug Buchanan – Area Manager Response and Resilience, Service Delivery
buchanand@rbfrs.co.uk

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ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Community Risk Management Plan (CRMP) Consultation report	Fire Authority	19.12.22	Ad-hoc	Agree	HCS	CRMP Lead	Part I
Constitutional and Governance Arrangements Update	Fire Authority	19.12.22	Ad-hoc	Agree	MO	N/A	Part I
Annual Treasury Report	Fire Authority	19.12.22	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Service Resilience Update	Fire Authority	19.12.22	Ad-hoc	Agree	DCFO	N/A	Part II
Statement of Assurance	A&GC	23.01.23	Quarterly	Note and Recommend	HCS	RBFA Chairman and A&GC Chairman	Part I
Gender, Ethnicity and Equality 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
Planning assumptions - Presentation	A&GC	23.01.23	Ad-hoc	Note	HF&P	Budget and Income Generation Lead	Part I
Statement of Accounts 21/22	A&GC	23.01.23	Annual	Agree	HF&P	Budget and Income Generation Lead	Part I
Annual Governance Statement 22/23	A&GC	23.01.23	Annual	Note	Programme Office and Inspection Manager	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
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
Pension Governance and Discretions	Fire Authority	15.02.23	Ad-hoc	Agree	HHR&L&D	N/A	Part I

ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
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
Built Environment Presentation	Fire Authority	15.02.23	Ad-hoc	Note	DCFO	N/A	Part I
Emergency Services Environment and Sustainability Group Charter	Fire Authority	15.02.23	Ad-hoc	To sign	HFF&E	Strategic Assets and Sustainability 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 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
Members Code of Conduct annual consultation - results	A&GC	28.3.22	Annual	Note	HCS	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
Corporate Plan and CRMP Consultation Results	Fire Authority	27.04.23	Ad-hoc	Agree	HCS	CRMP Lead	Part I
Lead Member and Champion Annual Reports	Fire Authority	27.04.23	Annual	Note	Lead Officers	Lead Members	Part I
Annual Plan 2023/24	Fire Authority	27.04.23	Annual	Agree	DChEx	N/A	Part I