



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

Monday, 15th March 2021

At

7.30 pm

The Royal Berkshire Fire Authority's Management Committee is being held online in accordance with the Local Authorities and Police and Crime Panels (Coronavirus_ (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) regulations 2020.

The Authority supports the principles of openness and transparency. To enable members of the press and public to see or hear the meeting, this meeting will be livestreamed:

<https://www.youtube.com/user/RoyalBerkshireFRS>

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: Extraordinary Management Committee Meeting

DATE AND TIME: Monday, 15th March 2021 at 7.30 pm

REMOTE MEETING: <https://www.youtube.com/user/RoyalBerkshireFRS>

S U M M O N S

You are hereby summoned to attend the meeting of Management Committee 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 Jeff Brooks	Councillor Angus Ross
Councillor Tricia Brown	Councillor David Cannon
Councillor Colin Dudley	Councillor Jo Lovelock
Councillor Paul Gittings	Councillor Dexter Smith
Councillor Pauline Helliard-Symons	Councillor Rachelle Shepherd- DuBey
Councillor Graham Howe	

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

For further information regarding this meeting, please contact:

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AGENDA

1. Representative Bodies

Purpose:

The Chairman 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 Chairman 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 3 February 2021 (Pages 5 - 14)

Purpose:

To agree the minutes of the meeting held on 3 February 2021, be confirmed as a correct record and signed by the Chairman.

5. Receipt of Announcements

Recommendation:

To receive announcements from the Chairman 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. Appointment Panel Recommendation- Chief Fire Officer (Pages 15 - 18)

Purpose:

To recommend to the Fire Authority the appointment of Wayne Bowcock, to the role of Chief Fire Officer Designate from early June and Chief Fire Officer from 20 July, on the salary package outlined in 3.5 and 3.6.

8. Forward Plan (Pages 19 - 20)

Purpose:

To note the Forward Plan.

9. Date of next meeting

Monday, 19 April 2021, at 6.30pm. Venue to be confirmed. The public will be able to view this meeting on Royal Berkshire Fire and Rescue Service YouTube page. <https://www.youtube.com/user/RoyalBerkshireFRS>

MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE

Held on Wednesday, 3rd February 2021, at 6.30 pm
This was a remote meeting.



Members:
(*present)

- | | |
|------------------------------------|--------------------------------------|
| * Councillor Jeff Brooks | * Councillor Angus Ross |
| * Councillor Tricia Brown | * Councillor David Cannon |
| * Councillor Colin Dudley | Councillor Jo Lovelock |
| * Councillor Paul Gittings | * Councillor Dexter Smith |
| * Councillor Pauline Helliarsymons | * Councillor Rachelle Shepherd-DuBey |
| * Councillor Graham Howe | |

In Attendance: Mark Arkwell (Deputy Chief Fire Officer, DCFO)
Paul Binyon (Area Manager Response and Resilience, AM R&R)
Graham Britten (Monitoring Officer, MO)
Conor Byrne (Head of Finance and Procurement, HF&P)
Doug Buchanan (Assistant Chief Fire Officer, ACFO)
Trevor Ferguson (Chief Fire Officer, CFO)
Sheikh Liaqat (IR35 Capital Projects Manager – Consultant)
Katie Mills (Director of Corporate Services, DCS)
James Pinchin (Business Support Lead, BSL)
Nikki Richards (Deputy Chief Executive, DCE)
Fayth Rowe (Democratic Support Lead, DSL)
Hannah Sheehan (Democratic Support Assistant, DSA)
Gary Thomas (Senior Communications Technical Support Officer, SCTSO)
Liz Warren (Safeguarding Manager, SM)

49. REPRESENTATIVE BODIES

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

50. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Tricia Brown and Jo

Action

Lovelock.

51. DECLARATIONS OF INTEREST

There were no 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.

52. MINUTES OF THE MEETING HELD ON 7 DECEMBER 2020

RESOLVED that the Minutes of the meeting held on 7 December 2020, be approved, as a true and correct record to be signed by the Chairman; and that the actions were completed.

53. RECEIPT OF ANNOUNCEMENTS

The Chairman made the following announcements.

COVID-19 Inspection Letter

In August 2020, the Home Secretary commissioned Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services to examine how fire and rescue services were responding to the pandemic.

The findings of this virtual inspection were released on 22 January, and confirmed that Royal Berkshire Fire and Rescue Service (RBFRS) "adapted and responded to the pandemic effectively", and highlighted the additional support the Service had been offering to its communities throughout the public health crisis.

The inspection focused on activities undertaken by the Service between April and June 2020, which included working with our colleagues across the Thames Valley to deliver over six million pieces of Personal Protective Equipment (PPE) to frontline health and care workers, and our On-Call firefighters, supporting Slough Borough Council by visiting over 200 residents that were vulnerable and shielding to check on their welfare.

Since June 2020, this work has continued with a number of additional activities now underway. These include training a group of firefighters who are now driving ambulances in support of South Central Ambulance Service, supporting Slough Borough Council with their mass rapid COVID testing, and supporting the community rollout of the vaccination programme.

The inspection findings confirm what we have seen - that our staff are continuing to provide the best possible public service to the people of Royal Berkshire in the face of extremely challenging circumstances. Throughout the COVID response, I have personally witnessed the unwavering dedication and

professionalism of the Service and the findings of this inspection are a testament to the staff's commitment.

There is no denying that it has been a challenging year and we are coming up to nearly 12 months of living under restrictive measures both personally and professionally. However, the inspection findings confirms that the team is continuing to deliver the best possible public service to the people of Royal Berkshire in the face of extremely challenging circumstances.

The inspection letter is available via the Service's website, together with a press release, which highlights some of the work that has been delivered to date.

Captain Sir Tom Moore

Earlier this week, I was extremely sad to hear of the passing of Captain Sir Tom Moore. He brought hope and unity to our nation during such a challenging time. His incredible fundraising work and service to Her Majesty's Armed Forces will continue to inspire us all.

I would like to extend my deepest condolences to his friends and family on behalf of the Fire Authority.

Theale Construction Set to Reach Highest Point

It has been just over a year since building work began at the site of Theale Community Fire Station and I am delighted to inform you that the project is set to reach a new milestone in the coming days.

Construction work will soon reach the highest point of the building – a milestone usually marked by a "Topping Out" ceremony, which is a longstanding custom that signifies the successful completion of the structural phase of a project.

Although it is not possible to hold a ceremony on site in the usual sense due to COVID-19 restrictions, to mark this important milestone of the build, as is tradition, a tree has been temporarily placed on top of the highest point of the new building by the contractors, Knights Brown.

The construction of this modern Tri-Service Community Fire Station will help to deliver on our commitment to ensure that our fire stations, people and resources are placed firmly at the heart of local communities.

As Members are unable to visit the site for the time being, some of the latest photographs and video footage from the site will be shared on the Service's social media channels.

The Queen's Platinum Jubilee Medal

The Home Office has published a letter inviting orders for The Queen's Platinum Jubilee Medal, which will be issued on 6 February 2022.

The Medal is awarded to emergency services personnel that have been in paid service, retained or in a voluntary capacity, dealing with emergencies as part of their conditions of service, and have completed five full calendar years of service on the date of issue.

It is an honour for Service personnel to be recognised by Her Majesty in this way. Royal Berkshire Fire and Rescue Service will be submitting the names of those who are eligible to receive The Queen's Platinum Jubilee Medal to the Home Office.

Armed Forces Veterans' Hub Meeting

The second Armed Forces Veterans' Hub will be held virtually on Friday, 26 February.

The Armed Forces Veterans' Hub, which launched in November 2020, forms part of our ongoing commitment to supporting members of the Armed Forces. It is an initiative aimed at providing a space for veterans to meet each other and connect with a range of organisations.

Due to COVID restrictive measures, the meeting will be held virtually and will focus on 'wellbeing'. I am pleased to be able to say the meeting will be attended by guest speakers including James Sunderland, Member of Parliament for Bracknell Forest, alongside a range of organisations that support our Armed Forces.

If you would be interested in attending the meeting, or for more information, please contact Ché Scott.

Two Urgent Late Items

As Chairman of Royal Berkshire Fire Authority, I have agreed to accept two urgent late items since the original publication of the Agenda, by virtue of section 100B (4) (b) of the Local Government Act 1972, due to the time critical nature of the reports.

The first, relates to Principal Officers COVID-19 Arrangements between the Thames Valley Fire and Rescue Authorities and the other paper, is related to Senior Leadership Team – Interim Arrangements. I propose we take these items after Agenda Item 6.

54. URGENT LATE ITEM (1) - PRINCIPAL OFFICERS COVID-19 - ARRANGEMENTS BETWEEN THE THAMES VALLEY FIRE AND RESCUE AUTHORITIES

Graham Britten, Monitoring Officer (MO) presented the report. He advised COVID-19 was a potential risk to Principal Officers (PO) of Thames Valley Fire and Rescue Services.

The report was seeking approval to enter into a mutual arrangement between Thames Valley Fire and Rescue Authority's (the Thames Valley FRs), Buckinghamshire and Milton Keynes Fire Authority, Royal Berkshire Fire Authority and Oxfordshire County Council.

In order that a Chief Fire Officer (CFO), in the event that a PO, including the CFO is, or is likely to be, incapacitated by illness or self-isolation due to COVID-19, the Authority could utilise a PO of another Thames Valley Fire and Rescue Authority for incident command roles.

Graham Britten stated Appendix A set out the mutual agreement between Thames Valley Fire and Rescue Authorities.

The Chairman moved the recommendation and this was seconded by Councillor Helliard-Symons.

RESOLVED that Appendix A, be approved for sealing, subject to any minor amendments required for completion by the three participating Thames Valley Fire and Rescue Authorities.

55. URGENT LATE ITEM (2) - SENIOR LEADERSHIP TEAM - INTERIM ARRANGEMENTS

Trevor Ferguson, Chief Fire Officer (CFO), presented the report on Senior Leadership Team – Interim Arrangements. He stated the report was seeking Members to note the interim Senior Leadership Team arrangements. He reported the selection process of the new Chief Fire Officer or Chief Executive was underway with shortlisting later in the week.

He confirmed the current Deputy Chief Fire Officer, Steve Foye will return to Royal Berkshire Fire and Rescue Service (RBFRS) in some capacity in the coming weeks and months, following his sickness absence due to COVID-19.

In referring to Appendix B, Trevor Ferguson outlined the interim arrangements.

The Chairman congratulated Mark Arkwell, Doug Buchanan, Katie Mills and Nikki Richards on their interim roles and wished Steve Foye a full and speedy recovery. He moved the recommendation and it was seconded by Councillor Cannon.

RESOLVED that the Senior Leadership Team interim arrangements effective from Monday, 25 January 2021, for a six-month period be noted.

56. SAFEGUARDING PRESENTATION

Mark Arkwell, Deputy Chief Fire Officer (IDCFO), introduced Liz Warren, Safeguarding Manager. He advised that the presentation would detail how the Service was delivering on challenging commitments, as well as how the Service

was working collaboratively with partners.

Liz Warren advised that her presentation would provide an overview of the increase and demand in Safeguarding, which was part of Royal Berkshire Fire and Rescue Service (RBFRS) Prevention Strategy, and Royal Berkshire Fire Authority's (RBFA) Strategic Commitments.

RBFRS has a duty of care to ensure its contribution to the protection of children and vulnerable adults in Berkshire, and that the Service work in partnership with other local authority agencies to identify those at significant risk.

The Safeguarding Team protects children and vulnerable adults in stopping abuse and neglect by following four 'Rs'.

- Recognise – and identify that we have seen a concern or someone has made a disclosure to us.
- Response – by reassuring the individual and ask what they would like to happen taking a person centred approach. This ensures that we hear the voice of the person and make safeguarding personal to them and their needs, as well as gaining their consent.
- Record – the concerns of what we have seen, heard or been told.
- Refer – and signpost these concerns through the relevant local authority agencies within 24 hours.

In the last five years, there has been a 1008% increase in Safeguarding referrals. Due to current COVID-19 social distance restrictions, crews are not delivering Safe and Well visits, therefore, the data is from Safe and Well Technicians and crews attending incidents only.

Examples of forms of abuse and neglect that the Service has referred to date have been financial abuse, modern day slavery, radicalisation, honour based violence and forced marriage, sexual and drug exploitation, domestic abuse and self-neglect.

Safeguarding within the Service contributes to the protection of those at risk of arson. In the last three years, the Service has seen a 292% increase in threat of arson.

Local authority partnership working and collaboration is essential and is an ongoing improvement through various Board meetings and Safeguarding multi-agency meetings.

All RBFRS staff receive Safeguarding Training, and all front line staff receive Safe and Well Training to identify fire risk in the home, and other risk factors such as self-neglect and abuse.

A recent review and consultation of the Services' Safeguarding Policy and threat of arson had proven timely, due to the pandemic at the beginning of 2020. Safeguarding is more efficient and has developed a more robust referral system

in place to ensure we are managing the risk to victims and staff.

COVID-19 has nationally seen an increase in domestic abuse, alcohol and substance misuse, mental health concerns, as well as financial difficulties due to job loss.

Liz Warren presented three case studies as an example of the type of referrals received and the outcome in relation to the support provided.

RBFRS requested a peer review to improve the impact of the work carried out in November 2020. The review focused on three underlying themes of efficiently, capacity and resources for the provision of safeguarding and arson risk activity. The peer review team was made up of professionals representing each of the six local authorities in Berkshire, Clinical Commissioning Groups, Thames Valley Police and a Safeguarding partnership. The Chair of the peer review was the Safeguarding Adult Board Business Manager for Bracknell Forest Council.

The peer review highlighted that internally, partners need to ensure capacity continued to allow the safeguarding function to maintain its responsibilities with the ongoing pressures and demands within society.

In conclusion, Liz Warren advised of the importance of local authority collaboration is essential in supporting the Service provisions.

The Chairman thanked Liz Warren for her powerful presentation and for the invaluable work of her team.

In answer to a question from Councillor Brooks, Mark Arkwell stated that the Service had been proactive in supporting staff to help identify safeguarding risks through training and wider activities. It was, therefore, reasonable to assume that this has partly led to the increase in cases that we are seeing. However, there is wider evidence that this problem is growing and not just in Berkshire. He added that the Service was working with local authority partners to better understand how we can collectively help some of our most in need residents.

Councillor Brooks asked a supplementary question on whether the Service was receiving direct funding for this activity, and if we were cutting across the responsibilities of other services. Mark Arkwell reported that in his opinion the work of the Safeguarding Team was supportive of partners in helping to identify and address safeguarding issues. It requires a collaborative approach to tackle these complex and challenging issues. The feedback from partners who carried out the recent peer review, requested we provide further support to help improve efficiencies in the wider safeguarding system, which is evidence that this is a positive and welcomed work. The safeguarding area had recently received additional capacity to support the Safeguarding Manager. This will allow the Safeguarding Manager to be less reactive and concentrate on her work with partners.

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

57. 2021/22 SCHEME OF MEMBER ALLOWANCES REVIEW

Graham Britten, Monitoring Officer (MO), advised that the 2021/2022 Members' Scheme of Allowance Review was seeking the Management Committee, to recommend to the Fire Authority for approval. He reported that the Fire Authority must have regard to the Independent Remuneration Panels (IRPs) of each of the six unitary authorities in Berkshire, and that the Scheme was indexed to Green Book pay award.

The Chairman stated that the report was a backward look and moved the recommendations as outlined in the report. This was seconded by Councillor Howe.

RESOLVED:

- That the report be noted and recommended to the Fire Authority:
 - The recommendations of each of the six unitary authority Independent Remuneration Panels (IRPs) be noted;
 - The increase of 2.75% to the Scheme of Allowances backdated 1 April 2020 be noted; and
 - The Scheme of Allowances 2021/22 be recommended to the Fire Authority for approval.

58. 2020/21 BUDGET MONITORING- QUARTER THREE

Councillor Howe introduced the report by stating the Authority was three-quarters of the way through the financial year; of which COVID-19 continued to impact the way RBFRS deliver services to the public. He advised that this had a knock on effect on how budgets is spent. During Quarter Three, budgets have continued to be monitored closely to ensure financial resources were used in the most effective way, and to ensure that as COVID-19 restrictions are lifted, the Service would be best placed to deliver corporate priorities.

Conor Byrne, Head of Finance and Procurement (HF&P), stated that COVID-19 continued to dominate the management of budgets. The 2020/21 Revenue Budget was set at £35.263m, with expenditure anticipated to exceed income by £42,000 by year end, which means the Fire Authority is reliant on reserves to balance the budget.

The Fire Authority's contribution to the Fire and Rescue Indemnity Company (FRIC) had increased, resulting in additional cost of £20,000.

Additional grant funding had been received in 2020/21 for COVID-19 and prevention activities. In referring to capital expenditure (Appendix C), Conor Byrne reported the Theale Community Fire Station build would be completed by October 2021. In terms of Fleet, the Service will receive six 4x4 vehicles due to be delivered in February 2021, and operational by April 2021.

Councillor Bateson asked whether the Service was making use of the free fuel

offered to Emergency Services by British Petroleum (BP). Conor Byrne confirmed that the Services' relevant personnel were making full use of the scheme.

Councillor Howe moved the recommendation and it was seconded by the Chairman.

RESOLVED that the Quarter Three Budget Monitoring Reports be noted.

59. APPLIANCE AVAILABILITY BY CREWING TO MEETING CORPORATE MEASURES 16 AND 17

Paul Binyon, Area Manager Response and Resilience (AM, R&R) stated that the Quarter Three Appliance Availability report covered the period of tiered restrictions and the second national lockdown in response to COVID-19 pandemic, which contained a new variant.

The Whole-time appliance availability for Quarter Three averaged 89.7% across the Service as set through Corporate Measure 16. The On-Call appliance availability for the above Quarter averaged 53.2% across the Service against the target of 60% as set through Corporate Measure 17.

During this Quarter, there were 21 occasions when critical stand-by moves were utilised in the Whole-time Duty System appliance availability. Of these, there were three occasions where the critical stand-by move fell outside Corporate Measure 16. In referring to paragraphs 3.13 – 3.14, Paul Binyon detailed the occasions when whole shifts appliances were unavailable due to the staff impact of COVID-19.

He highlighted that the On-Call appliance from Mortimer Fire Station on the 5 November 2020, and from Crowthorne Fire Station on the 6 November 2020, 'stood-by' at Slough Fire Station for the whole shift ensuring fire cover for Slough.

He reported Service Delivery teams had continued to remain responsive to amendments to COVID-19 national guidance.

The overall availability for On-Call appliances in the Quarter was 53.2%, similar to the previous Quarter which was 52.2%, and an improvement from 32.7% in Quarter Three last year (2019/20).

Councillor Gittings asked whether the Service would see any easing of pressures, and would improvements be sustained, post the pandemic. Paul Binyon reported that the Service had continued to see pressures in relation to staff testing positive for COVID-19, and added that it was a pressure experienced by all blue light services. He added that the Service continues to work hard to ensure Corporate Measures were met. In relation to On-Call availability, there was an increase in Quarter One (beginning of the national lockdown) which has continued to be sustained. More On-Call firefighters were

going through the development programme, which has resulted in additional skill sets and an increase in appliance availability.

The Chairman recognised appliance availability had fallen during Quarter Three and thanked Paul Binyon and his team for their efforts.

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

RESOLVED that:

- The 2020/21 Quarter Three performance of 89.7% appliance availability of the Service's Whole-time appliances in line with Corporate Measure 16 be noted; and
- The 2020/21 Quarter Three performance of overall On-Call appliance availability of 53.2% against the Service target of 60% in Corporate Measure 17 be noted.

60. FORWARD PLAN

RESOLVED that the Forward Plan be noted.

61. DATE OF NEXT MEETING

Extraordinary meeting on Monday, 15 March 2021, at 7.30pm. This meeting will be held remotely. The public will be able to view this meeting on Royal Berkshire Fire and Rescue Service YouTube page.

<https://www.youtube.com/user/RoyalBerkshireFRS>

(The meeting commenced at 6.30pm and concluded at 7.38pm)

ROYAL BERKSHIRE FIRE AUTHORITY REPORT



COMMITTEE	MANAGEMENT COMMITTEE
DATE OF MEETING	15 MARCH 2021
SUBJECT	APPOINTMENT PANEL RECOMMENDATION – CHIEF FIRE OFFICER
LEAD OFFICER	BECCI JEFFERIES, HEAD OF HUMAN RESOURCES AND LEARNING AND DEVELOPMENT
LEAD MEMBER	COUNCILLOR COLIN DUDLEY
EXEMPT INFORMATION	NONE
ACTION	DECISION

1. EXECUTIVE SUMMARY

- 1.1 The Appointment Panel has made a conditional offer of appointment for the position of Chief Fire Officer with effect from July 2021. This report is seeking Management Committee to recommend the appointment and salary package of the new Chief Fire Officer to the Fire Authority for approval.

2. RECOMMENDATION

That Management Committee:

- 2.1 **RECOMMEND** to the Fire Authority the appointment of Wayne Bowcock, to the role of Chief Fire Officer Designate from early June and Chief Fire Officer from 20 July, on the salary package outlined in 3.5.and 3.6.

3. REPORT

- 3.1 Members will be aware that the Chief Fire Officer, Trevor Ferguson will retire on 20 July 2021.
- 3.2 Management Committee selected Councillors Dudley, Helliar-Symons, McKenzie-Boyle, Howe, Gittings and Shepherd-DuBey to form an Appointment Panel at its meeting on 21 July 2020 (minute reference 10) in accordance to the Management Committee Terms of Reference (CO15.)

Agenda Item 7

‘To select on behalf of the Authority - the Chief Fire Officer or Chief Executive, and deputy to the Chief Fire Officer or Chief Executive, or equivalent, taking advice from suitable advisers and to make recommendations to the Authority as to the terms of appointment or dismissal.’

- 3.3 Following an extensive and robust process the Appointment Panel has made a conditional offer, for the role of Chief Fire Officer to Wayne, with effect from the retirement of the current Chief Fire Officer, Trevor Ferguson in July 2021. To ensure an appropriate handover takes place he will take up the role of Chief Fire Officer Designate in early June 2021.
- 3.4 In line with the Fire Authority Terms of Reference CO3 (h), the Fire Authority are required *‘To approve the terms of appointment or dismissal of the Chief Fire Officer or Chief Executive, Deputy to the Chief Fire Officer, Chief Finance Officer and Monitoring Officer’*.
- 3.5 The salary scale for the Chief Fire Officer is from £132,587 – £151,301. In line with the pay policy, the exact point within the salary range will be determined by the Chairman and reviewed annually, based upon on year-end performance appraisals.
- 3.6 In addition to the salary, the post attracts an operational allowance of £10,633 and a car allowance of £3,500 per annum, which is in line with the contributions towards a lease car for other eligible staff.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 Commitment 5 – We will ensure that Royal Berkshire Fire and Rescue Service provides good value for money.
- 4.2 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 The recommendations contained within this report

6. LEGAL IMPLICATIONS

- 6.1 There were no legal implications arising from this report.

7. EQUALITY AND DIVERSITY IMPLICATIONS

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

8. RISK IMPLICATIONS

- 8.1 There are no significant risk management issues arising from this report.

9. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 N/A.

10. PRINCIPAL CONSULTATION

The following individuals have been consultation in preparation of this report.

- 10.1 Monitoring Officer
- 10.2 Head of Finance and Procurement
- 10.3 Chief Fire Officer
- 10.4 Management Committee's Appointment Panel

11. BACKGROUND PAPERS

- 11.1 Management Committee 21 July 2020 Minutes.
- 11.2 Pay Policy Statement 2021/22.
- 11.3 Management Committee Terms of Reference.
- 11.4 Fire Authority Terms of Reference.

12. APPENDICES

12.1 None.

13. CONTACT DETAILS

- 13.1 Becci Jefferies
Head of Human Resources and Learning and Development
0118 938 4670

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ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Appointment of New Chief Fire Officer or Chief Executive	Fire Authority	24.03.21	ad hoc	Agree	CFO	N/A	Part I
Internal Audit Report	A&GC	31.03.21	quarterly	Note	HF&P	N/A	Part I
External Audit Report	A&GC	31.03.21	quarterly	Note	HF&P	N/A	Part I
Constitutional Update - Fire Authority Terms of Reference	A&GC	31.03.21	Ad-Hoc	Note and Recommend	DCS	A&GC Chairman	Part I
Statement of Assurance	A&GC	31.03.21	Quarterly	Agree	DCS	RBFA Chairman and A&GC Chairman	Part I
Statement of Accounts	A&GC	31.03.21	Annual	Agree	HF&P	Budget and Income Generation Lead	Part I
Gender Pay Gap	A&GC	31.03.21	Annual	Note	HHR&L&D	N/A	Part I
Annual Report on Members Development	A&GC	31.03.21	Annual	Note	DCS	Organisational Development Champion	Part I
Annual report on Governance / Members attendance and allowances	A&GC	31.03.21	Annual	Note and Recommend	DCS	A&GC Chairman	Part I
Quarter 3 Performance Report	A&GC	31.03.21	Quarterly	Note	DCS	N/A	Part I
Capital Project Update	Management Committee	19.04.21	Ad-hoc	Note	HCP&E	Strategic Assets Lead	Part II
Corporate Calendar 2021/22	Fire Authority	28.04.21	Annual	Agree	DCS	N/A	Part I
Lead Members Annual Reports	Fire Authority	28.04.21	Annual	Note	Lead Officers	Lead Members	Part I
Constitutional Update - Fire Authority Terms of Reference	Fire Authority	28.04.21	Ad-Hoc	Agree	MO	A&GC Chairman	Part I
Member Champion Annual Reports	Fire Authority	28.04.21	Annual	Note	Lead Officers	Member Champions	Part I
Annual Plan 2021/22	Fire Authority	30.06.21	Annual	Agree	DCS	N/A	Part I
TVFCS Joint Committee Annual Report 2020/21	Fire Authority	30.06.21	Annual	Note	AM (C&P)	Collaboration Lead	Part I
Appointment of Committees, Lead Members and Member Champions and Outside Bodies 2021/22	Fire Authority	30.06.21	Annual	Appoint	MO	N/A	Part I
Appointment of Chairman / Vice-Chairman 2021/22	Fire Authority	30.06.21	Annual	Appoint	MO	N/A	Part I
Annual Report on Governance - to include Member attendance, allowances and expenses	Fire Authority	30.06.21	Annual	Note	DCS	A&GC Chairman	Part I
Annual Outturn	Management Committee	19.07.21	Annual	Note	HF&P	N/A	Part I
Q4 Appliance Availability	Management Committee	19.07.21	quarterly	Note	AM (R&R)	N/A	Part I
Member/Officer Protocol Review	A&GC	29.07.21	every four years	Agree	DCS	N/A	Part I
Annual Governance Statement	A&GC	29.07.21	Annual	Agree	DCS	A&GC Chairman	Part I
Pension Board Annual update	A&GC	29.07.21	bi annual	Note	Pension Board Chair	N/A	Part I
Internal Audit report	A&GC	29.07.21	Quarterly	Note	HF&P	N/A	Part I

ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
External Audit Report	A&GC	29.07.21	Annual	Note	HF&P	N/A	Part I
Q4 Performance Report	A&GC	29.07.21	Quarterly	Note	DCS	N/A	Part I
RBFRS Annual Report 20/21	A&GC	29.07.21	Annual	Note	DCS	N/A	Part I
Emergency Services Mobile Communications Programme	A&GC	29.07.21	Bi-annual	Note	HBIS	N/A	Part I