

MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY'S MANAGEMENT COMMITTEE

Held on Monday 17 May 2010

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



Those present: Councillor Dr Paul Bryant (Chairman, Fire Authority) (*Chairman*)
Councillor Jeff Brooks (Member, Fire Authority)
Councillor Colin Dudley (Vice-Chairman, Fire Authority)
Councillor Paul Gittings (Member, Fire Authority) (*part meeting*)
Councillor Mrs Pauline Helliard-Symons (Member, Fire Authority)
Councillor Iain McCracken (Member, Fire Authority)
Councillor Angus Ross (Member, Fire Authority)

In Attendance: Iain Cox (Chief Fire Officer)
Becci Jefferies (Human Resources Manager)
Lynda Kenyon (Committee Manager)
Andy Mancey (Area Manager, Response)
Caroline Redzikowska (Clerk and Monitoring Officer)
Paul Southern (Assistant Chief Fire Officer)
Andrew Vallance (Authority Treasurer)
David Wallace (Director of Human Resources)

Observers: Unison Representative

Action

The Committee held a minute's silence in memory of Firefighter James Shears and Firefighter Alan Bannon who tragically lost their lives whilst tackling a fire at Shirley Towers in Southampton on 6 April 2010.

The Chairman and Chief Fire Officer reported that they had written to the Hampshire Fire and Rescue Service's Chairman and Chief Fire Officer, respectively, to convey their condolences. The Committee acknowledged the excellent work of the Royal Berkshire Fire and Rescue Service's operational personnel who had raised money for the James Shears and Alan Bannon Memorial Fund.

101. The Unison representative present, Christopher Glenn, did not wish to address the Committee on any Part I item.

102. APOLOGIES FOR ABSENCE

There were no apologies for absence.

103. DECLARATIONS OF INTEREST

Councillor Angus Ross declared a Personal non Prejudicial interest as the Fire Authority's representative and Board Member on the South East Fire and Rescue Service Control Centre Ltd (SEFRCCL) in respect to Agenda Item 16 (South East Fire and Rescue Service Control Centre Ltd). There were no further declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Fire Authority's Local Code of Conduct.

104. MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 22 MARCH 2010

Resolved:

- a) That the Minutes of the meeting of the Management Committee held on 22 March 2010 be Approved for signing by the Chairman.

The Assistant Chief Fire Officer reported that the Strategic Asset Management Committee would be reviewing, at its next meeting, how the remaining leased vehicles could be funded when they reach the end of their primary lease period.

The Chairman noted that all the other actions had been discharged.

105. RECEIPT OF ANNOUNCEMENTS

The Chairman reported:

- a) That he had attended the recent firefighters memorial dedication at the National Memorial Arboretum.
- b) That he had received a letter of thanks from Judith Heathcoat, Chairman of Oxfordshire Fire and Rescue Service, which he passed to the Chief Fire Officer, to thank the Brigade for its help at a recent incident at Cherwell Services on the M4.
- c) That he would be attending the next meeting of the Local Government Association Management Committee on 24 May 2010.

106. ISSUES ARISING FROM THE AUDIT AND PERFORMANCE REVIEW COMMITTEE

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

107. APPOINTMENT OF A FIRE AUTHORITY REPRESENTATIVE TO ATTEND THE ANNUAL GENERAL MEETING OF THE SOUTH EAST FIRE AND RESCUE CONTROL CENTRE LIMITED

The Committee considered the appointment of a representative to attend, speak and vote on behalf of the Royal Berkshire Fire Authority at the second Annual General Meeting of the South East Fire and Rescue Control Centre Limited (SEFRCCCL).

Resolved:

- a) That the Chairman be appointed to attend, speak and vote on behalf of the Royal Berkshire Fire Authority at the second Annual General Meeting of the South East Fire and Rescue Control Centre Limited (SEFRCCCL) and that this decision be brought to the attention of the Fire Authority.
- b) That it be recommended that the post of Chairman of the Fire Authority be appointed as the Fire Authority's representative at all future Company meetings of the South East Fire and Rescue Control Centre Limited (SEFRCCCL).

108. CORPORATE PLAN (2010/11) - DRAFT

The Committee considered the draft version of the Corporate Plan 2010/11, and the following modifications were Agreed:

- i) Reflect that the Plan was a Fire Authority document.

- ii) Correct the information regarding the number of Fire Stations under the paragraph entitled "Fire Stations".
- iii) Include the following:
 - An Executive Summary.
 - Detailed initiatives to support the minimising of road traffic collisions.
 - References to, and the work of, the Local Strategic Partnerships.
 - Involvement with the Crime and Disorder Reduction Partnership.
 - Measurables against success and targets, with matrices where appropriate and where within Fire Authority control, and a description where matrices were not appropriate.

Discussion took place regarding how training for Royal Berkshire Fire and Rescue Service personnel impacted on the Corporate Plan, its outcomes and successes, and how the Service benefited from its work with the Local Strategic Partnerships. Consideration was also given to how Performance Indicators were measured and achieved, and the Committee acknowledged the need to continue to lobby for the fitting of sprinklers.

Resolved:

- a) That the draft Corporate Plan 2010/11 be Noted.
- b) That Officers amend the draft Corporate Plan 2010/11 to reflect the Committee's considerations, as detailed in i), ii) and iii) above.
- c) That Officers be Authorised to make any further minor amendments, in consultation with the Chairman.
- d) That the Fire Authority be Recommended to approve the Corporate Plan at its Annual Meeting on 30 June 2010.

109. ANNUAL REPORT 2010 - DRAFT

The Committee considered the draft version of the Annual Report 2010, and the following modifications were Agreed:

- i) Reflect within the Report that the Report was about the performance of the Royal Berkshire Fire and Rescue Service.
- ii) Ensure that all terminology used was clearly comprehensible for the members of the public, and remove all jargon and abbreviations.
- iii) Include the following:
 - Names of the Royal Berkshire Fire and Rescue Service personnel in the photographs, subject to their respective permission.
 - Detailed initiatives to support the minimising of road traffic collisions.
 - Under the Section entitled "Demonstrate continuous improvement and efficiencies, ensuring consultation and partnership working" that the Audit and Performance Review Committee scrutinise and review decisions made, or actions taken, in connection with the discharge of any Fire Authority function.
 - A reference to the fitting of sprinklers, under the Section entitled "Improve public safety and business safety and reduce risk through targeted education and enforcement of fire safety legislation".

- A reference to, and explanation of, Level 3 (Equality Standard), under the Section entitled "Be an employer of choice, offering equality of opportunity and development to all", and also a reference to the outstanding work of the Brigade staff, and to the collaborative way of working between Representative Bodies, Officers and Fire Authority Members.
- Details of how the public can get involved under the Section entitled "How Can I Get Involved", and the inclusion of appropriate contact details.
- How the consultation process is managed in terms of process, under the Section entitled "Consultation".
- A reference to the work of the Fire Authority Member Champions.
- Web links where appropriate.

Resolved:

- a) That the draft Annual Report 2010 be Noted.
- b) That Officers amend the Annual Report 2010 to reflect the Committee's considerations, as detailed in i), ii) and iii) above.
- c) That Officers be Authorised to make any further minor amendments, in consultation with the Chairman.
- d) That the Fire Authority be Recommended to approve the Annual Report at its Annual Meeting on 30 June 2010.

110. IT SUPPORT AND DEVELOPMENT ORDERS

The Committee was advised of the need to place a number of Information Technology (IT) orders to develop and maintain essential Brigade systems.

Councillor Angus Ross felt that consideration might wish to be given in the future to joint support for service contracts with other Fire Authorities.

Resolved:

- a) That, in accordance with grounds (a), (b), (f) and (g) of Contract Standing Order 24, it be Agreed to waiver Contract Standing Orders 20 and 21 in order to place orders for the support and maintenance of essential Fire Authority Information Technology systems.
- b) That future Information Technology orders must be reviewed in advance to avoid the need for retrospective approval.

Councillor Paul Gittings conveyed his apologies and retired from the meeting.

111. ROYAL BERKSHIRE FIRE AND RESCUE TRAINING LIMITED - ANNUAL REPORT AND SIX-MONTHLY PROGRESS REPORT

The Committee was provided with an annual Royal Berkshire Fire and Rescue Training Limited (RBFRTL) report of trading against Business Plan for 2009/10, and a report of the Company's progress in the last six months.

Councillor Colin Dudley felt that the RBFRTL's financial performance in 2009/10 was credible, particularly in light of the current financial climate and the issues identified within the report, and that the RBFRTL should be congratulated on its achievements. He also felt that the Fire Authority should continue to support the RBFRTL. Councillor Jeff Brooks substantiated Councillor Colin Dudley's views.

Resolved:

- a) That the report be Noted.

**112. FIRE AND RESCUE AUTHORITIES MUTUAL LIMITED (FRAML)
REPORT AND INSURANCE UPDATE**

The Committee was provided with an update on FRAML, consortium and insurance matters.

The Authority Treasurer reported that he had been advised that there might be the possibility of a further extension with the existing provider, RMP, in respect to the Employer's Liability, Public Liability and Personal Accident/Travel Policies. However, he sought the Committee's authorisation to explore the options of either commencing a full OJEU tender exercise via its own brokers, or seeking to incorporate the remaining policies within the consortium arrangements.

Resolved:

- a) That the report be Noted.
- b) That, in full consultation with, and agreement of, the Chairman, the Authority Treasurer be delegated to explore the options of either commencing a full OJEU tender exercise via its own brokers, or seeking to incorporate the remaining policies within the consortium arrangements.

**113. HUMAN RESOURCES MONITORING REPORT - RETIREMENTS,
ACCIDENTS, SICKNESS, EQUALITY AND DIVERSITY AND
RETENTION**

The Committee was advised of staff retention, medical retirements, workplace accidents, sickness absences, and Equality and Diversity statistics during the period October 2009 to March 2010 at the Royal Berkshire Fire and Rescue Service.

Councillor Jeff Brooks asked that future reports also include the net effect of sickness absences without the inclusion of long term sicknesses.

DHR

Resolved:

- a) That the report be Noted.

**114. SOUTH EAST FIRE AND RESCUE SERVICE CONTROL CENTRE LTD
(SEFRCCCL)**

Councillor Angus Ross, in his capacity as the Fire Authority's representative and Board Member on the South East Fire and Rescue Service Control Centre Ltd (SEFRCCCL) reported that consideration was being given to whether to have a named Director or a Fire Authority as a Director on the SEFRCCCL, and also to equal votes for Fire Authorities. He stated that, at the forthcoming Annual General Meeting, the issues of transferring staff under the Retention Employment model as opposed to transferring them under TUPE would be considered. The Director of Human Resources did not feel that this should be appropriate way forward. Councillor Angus Ross also advised that he had recently visited the South West Regional Control Centre.

Resolved:

- a) That the verbal report be Noted.

Councillor Colin Dudley conveyed his apologies and retired from the meeting.

115. FORWARD PLAN

Resolved:

- a) That the Forward Plan be Noted.

116. PROPOSED CALENDAR OF 2010/11 MANAGEMENT COMMITTEE MEETINGS

Resolved:

- a) That the Committee's 2010/11 meeting dates, as detailed below, be recommended to the Fire Authority for approval at its Annual Meeting on 30 June 2010.
- Monday 26 July 2010 at 6.30pm (venue to be advised).
 - Monday 25 October 2010 at 6.30pm (venue to be advised).
 - Monday 24 January 2011 at 6.30pm (venue to be advised).
 - Monday 28 March 2011 at 6.30pm (venue to be advised).
 - Monday 23 May 2011 at 6.30pm (venue to be advised).

117. EXCLUSION OF THE PUBLIC

Resolved:

- a) 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, and 3 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.

118. PENSION ISSUES - OVERPAYMENT AND DISCRETIONARY PAYMENTS (FURTHER INFORMATION)

The Committee was provided with further information to enable a decision to be made regarding the recovery of an overpayment of pension and the ability to award a discretionary dependent relative's gratuity under the Firefighters' Pension Scheme.

Resolved, with one abstention:

- a) That Option 1, as presented within the report, be Agreed in respect of the discretionary payment of a Dependent Relative's Gratuity and the overpayment of pension.

119. ROYAL BERKSHIRE FIRE AND RESCUE TRAINING LIMITED - ANNUAL REPORT AND SIX-MONTHLY PROGRESS REPORT - APPENDIX

Resolved:

- a) That the Appendix be Noted.