



Agenda for the Meeting of the Management Committee

Monday, 19th April 2021

At

6.30 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: Management Committee Meeting

DATE AND TIME: Monday, 19th April, 2021, at 6.30pm

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

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 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

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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 15 March 2021 (Pages 7 - 10)

Purpose:

To agree the Minutes and any recorded actions of the meeting held on 15 March 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. White Paper: Planning for the Future - Presentation

Purpose:

To receive a presentation on the collaborative 'blue light' response to the Ministry of Housing, Communities and Local Government consultation on the proposed reforms to the Planning Act.

8. Fire Reform White Paper (Pages 11 - 14)

Purpose:

To receive for note an update on the Police and Crime Commissioners Review and the intent by the Home Office to publish a consultative White Paper on fire reform later in 2021.

9. Emergency Contract Waiver for Royal Berkshire Fire and Rescue Service Phone System (Pages 15 - 22)

Purpose:

To receive for note a retrospective report on the emergency contract waiver Phone System approved on 30 March 2021, by Officers of Royal Berkshire Fire and Rescue Service (RBFRS) in consultation with the Chairman of the Fire Authority.

10. Forward Plan (Pages 23 - 24)

Purpose:

To note the Forward Plan.

11. Date of next meeting

Monday, 19 July 2021 at 6.30pm. Venue to be confirmed.

12. Exclusion of the Public (Pages 25 - 26)

Recommendation:

To Resolve 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 Paragraph 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.

Categories of 'Exempt Information' under Schedule 12A of the Local Government Act 1972.

13. Breathing Apparatus Replacement *(Pages 27 - 40)*

Purpose:

To agree a collaborative procurement process with Thames Valley partners for the replacement of Breathing Apparatus, and to approve the budget spend detailed in the report for the replacement of Breathing Apparatus.

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**MINUTES OF THE EXTRAORDINARY MEETING OF THE
MANAGEMENT COMMITTEE**



Held on Monday, 15th March 2021, at 7.30pm.
This was a remote meeting.

- Members:**
- (*present)
 - Councillor Jeff Brooks
 - * Councillor Tricia Brown
 - * Councillor Colin Dudley
 - Councillor Paul Gittings
 - * Councillor Pauline Helliarsymons
 - Councillor Graham Howe
 - * Councillor Angus Ross
 - * Councillor David Cannon
 - * Councillor Jo Lovelock
 - * Councillor Dexter Smith
 - * Councillor Rachelle Shepherd-DuBey
 - * Councillor Tina McKenzie-Boyle

- In Attendance:**
- Trevor Ferguson (Chief Fire Officer, CFO)
 - Sheikh Liaqat (IR35 Capital Projects Manager – Consultant)
 - Katie Mills (Director of Corporate Services, DCS)
 - Becci Jefferies (Head of Human Resources and Learning and Development, HHR&L&D)
 - James Pinchin (Business Support Lead, BSL)
 - Fayth Rowe (Democratic Support Lead, DSL)
 - Hannah Sheehan (Democratic Support Assistant, DSA)
 - Gary Thomas (Senior Communications Technical Support Officer, SCTSO)
 - Tony Vincent (Head of Business and Information Systems, HBIS)

62. REPRESENTATIVE BODIES

There were no questions received from Representative Bodies on the agenda item.

63. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Jeff Brooks, Paul Gittings and Graham Howe.

Councillor McKenzie-Boyle was in attendance as a member of the Appointment Panel.

Action

64. 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.

65. MINUTES OF THE MEETING HELD ON 3 FEBRUARY 2021

RESOLVED that there were no actions and that the Minutes of the meeting held on 3 February 2021, be approved as a true and correct record to be signed by the Chairman.

66. RECEIPT OF ANNOUNCEMENTS

The Chairman proposed not to make any announcements due to it being an Extraordinary Management Committee meeting.

67. APPOINTMENT PANEL RECOMMENDATION- CHIEF FIRE OFFICER

The Chairman placed on record his thanks to both officers and Members that supported the extensive and rigorous selection process. He stated the names of the Appointment Panel Members were in paragraph 3.2 of the report. The Chairman reported the Panel appointed Councillor Ross as substitute member, who was called upon to substitute for Councillor Gittings in the final interview.

Trevor Ferguson (CFO) thanked the Appointment Panel and advised that the candidates were complimentary of the robustness of the process. He reported the process was challenging. The Appointment Panel was unanimous in their recommendation of the appointment of the role of Chief Fire Officer. He advised the Constitution requires a recommendation from Management Committee to Fire Authority for approval.

The Vice-Chairman provided a brief background on Trevor Ferguson's successor and stated that she felt that he would fit into the culture of the organisation and was happy to support the recommendation.

Councillor Ross stated the Appointment Panel were open to a Grey or Green Book appointment and advised that the Panel were unanimous in the final selection.

The Chairman thanked the Appointment Panel and staff for their effort and involvement in the process, and made particular reference to John Bonney and Andy Fry.

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

RESOLVED that Management Committee 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.

68. FORWARD PLAN

RESOLVED that the Forward Plan be noted.

69. DATE OF NEXT MEETING

Monday, 19 April 2021, at 6.30pm. This will be a remote meeting. 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 concluded at 7.43pm)

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ROYAL BERKSHIRE FIRE AUTHORITY REPORT



COMMITTEE	MANAGEMENT COMMITTEE
DATE OF MEETING	19 APRIL 2021
SUBJECT	FIRE REFORM WHITE PAPER
LEAD OFFICER	KATIE MILLS, DIRECTOR OF CORPORATE SERVICES
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	FOR NOTE

1. EXECUTIVE SUMMARY

- 1.1 To provide Members with an update on Police and Crime Commissioners Review and the intent by the Home Office to publish a consultative White Paper on fire reform later in 2021.

2. RECOMMENDATION

- 2.1 The Committee **NOTE** the update on the Police and Crime Commissioner Review and the intention by the Home Office to publish a consultative White Paper on fire reform later in 2021.

3. REPORT

- 3.1 In July 2020, the Government announced a review of Police and Crime Commissioners (PCCs) following their introduction in 2012. The review was intended to focus on changes required to strengthen the model and better ensure that the public can hold PCCs to account for the performance of their force.
- 3.2 When launching the review, it was announced by Kit Malthouse, Minister of State for Crime, Policing and the Fire Service, that *“In relation to fire, the Government is clear that further reform of fire and rescue services is required in order to respond to the recommendations from Phase 1 of the Grenfell Tower Inquiry and build on the findings from Sir Tom Winsor’s State of the Fire and Rescue Report, both of which demonstrate clear challenges and improvements required in professionalism, people and governance. The*

Agenda Item 8

review will consider further options and opportunities to strengthen fire governance and accountability, drawing on lessons from the first cycle of governance transfers to PCCs”.

- 3.3 In March 2021, the Home Secretary made a statement to Parliament concluding Part One of the Review. As part of this statement, it was confirmed that the Review had started consideration of fire service governance and that a consultative White Paper on fire reform would be launched later this year.
- 3.4 The White Paper will be used to set out the Government’s reform agenda in further detail and explore the Review proposals on fire governance which include:
- Consulting on whether to mandate the transfer of fire and rescue functions to the Police, Fire and Crime Commissioner model across England where boundaries are coterminous, unless there is an option to transfer fire governance directly to an Elected Mayor;
 - Consulting on how to address coterminosity challenges, including the South West;
 - Legislating to create operational independence for Chief Fire Officers and to clearly separate and delineate strategic and operational planning for fire and rescue; and
 - Considering options to clarify the legal entities within the Police, Fire and Crime Commissioners model.
- 3.5 Part Two of the Review will commence after the 2021 elections, with a view to implementation of longer-term reforms ahead of the 2024 elections.
- 3.6 When the White Paper is published, a report will be presented to the Fire Authority, together with the opportunity to respond to the consultation.
- 3.7 The [full statement](#) made by the Home Secretary is available on the UK Parliament website.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

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

5. FINANCIAL IMPLICATIONS

- 5.1 None for the purpose of this report.

6. LEGAL IMPLICATIONS

- 6.1 None for the purpose of the report.

7. EQUALITY AND DIVERSITY IMPLICATIONS

- 7.1 None for the purpose of this report.

8. RISK IMPLICATIONS

8.1 None for the purpose of this report.

8. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 None for the purpose of this report.

9. PRINCIPAL CONSULTATION

10.1 The Chief Fire Officer and Monitoring Officer were consulted in the preparation of this report.

10. BACKGROUND PAPERS

11.1 None.

11. APPENDICES

12.1 None.

12. CONTACT DETAILS

13.1 Katie Mills, Director of Corporate Services 0118 938 4605

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ROYAL BERKSHIRE FIRE AUTHORITY REPORT



COMMITTEE	MANAGEMENT COMMITTEE
DATE OF MEETING	19 APRIL 2021
SUBJECT	EMERGENCY CONTRACT WAIVER FOR ROYAL BERKSHIRE FIRE AND RESCUE SERVICE PHONE SYSTEM
LEAD OFFICER	TONY VINCENT, HEAD OF BUSINESS AND INFORMATION SYSTEMS
LEAD MEMBER	COUNCILLOR ANGUS ROSS, LEAD MEMBER STRATEGIC ASSETS
EXEMPT INFORMATION	NONE
ACTION	FOR NOTE

1. EXECUTIVE SUMMARY

- 1.1 This report fulfils the requirements of RBFRS contract regulation CR19 in respect of submitting details of an emergency contract waiver approved on the 30th March by Officers of RBFRS in consultation with the Chairman of the Fire Authority, in order to engage Vodafone in updating RBFRS existing telephone system.
- 1.2 The contract value for the 2021/22 financial year is £67,403.53, comprising £49,460.53 of capital (one-off upgrade/update costs) and £17,943 of revenue (support & subscription costs).
- 1.3 A waiver was required as a combination of circumstances precluded the normal full tender process. Contributory factors included: ICT resources being consumed in response to and recovery from the COVID-19 pandemic; and acceleration of key collaboration tools deployment with consequential integration requirements.
- 1.4 The waiver is for one year, during which RBFRS will carry out a full tender designed to fully leverage the updated/upgraded telephony system and integrate with Microsoft teams capabilities. This approach will safeguard the capital investment, minimise disruption to the service, and significantly reduce overall collaborative application integration costs.

Agenda Item 9

- 1.5 Funding sources for both the capital and revenue elements of the contract references by the waiver are in place.

2. RECOMMENDATION

That Management Committee:

- 2.1 Retrospectively **NOTE** the contract waiver approved by Conor Byrne and Nikki Richards in consultation with the Chairman of the Fire Authority on the 30th March 2021.

3. REPORT

- 3.1 The Vodafone Avaya system covers Royal Berkshire Fire and Rescue Service (RBFRS) main telephone admin route to reception and all direct dial to desk extension across 18 sites. It also provides the admin lines function in and out of Thames Valley Fire Control Service (TVFCS). The current Avaya system is version CM6.
- 3.2 The Avaya CM6 system went end of life last year but due to the pandemic Vodafone allowed an extension to the support element for 1 year at £19k. Currently we have been testing the Avaya system with Teams as the intention was to migrate to a Teams based telephony solution. During the testing RBFRS became aware that using Teams would require a level 5 licence which is charged on a per user basis.
- 3.3 While all the above testing has been taking place Vodafone have now advised that they are not willing to take the risk on a system that should have been upgraded last year.
- 3.4 To move forward an essential upgrade to our hardware and software platform is necessary as Avaya will not support our current hardware and software level CM6 and would therefore mean the system is no longer supported and a upgrade to CM8 at a cost of £49,460.53 is imperative. This will enable us to move to an integrated Teams service at substantially less costs than the Microsoft Teams licencing model. There is also a support element on top of the upgrade fee of around £17,943 which will be only for one year.
- 3.5 The total contract cost for 2021/22 is therefore £67,403.53, which would normally require a full tender process to meet public sector procurement regulations.
- 3.6 A waiver for a single year was required as there was insufficient time to conduct a full tender due to:
- i. The impacts on staff time of managing RBFRS's response to and recovery from the COVID-19 pandemic
 - ii. Accelerated evaluation and deployment of Microsoft 365 capabilities to position RBFRS' collaboration capabilities to align with both the ICT strategy and other FRS collaboration platforms

- 3.7 The intention is to tender the requirement for an integrated telephony platform in 2021/2022 Quarter 3, seeking proposals to utilise the updated AVAYA platform to allow full integration with the Microsoft Teams platform.
- 3.8 There is Strategic Asset Investment Framework (SAIF) capital allocation for 2021/22 in place and previously approved by Fire Authority as part of the overall Capital approval process, which will cover the capital upgrade element of the proposal.
- 3.9 A waiver was raised and approved by Nikki Richards, Conor Byrne and supported by the Chairman of the Fire Authority in accordance with CR19 of RBFRS Contract regulations:
- i. *“Waivers over £50,000 but below £100,000 can be approved by the Head or Deputy Head of Finance and Procurement, Head of Service and a Director or Chief Fire Officer/ Chief Executive in consultation with the Chairman of the Fire Authority and a retrospective report submitted to the next available committee”*
- 3.10 This report fulfils the final condition in CR19 as stated above.
- 3.11 The absence of a waiver would have resulted in loss of support for the telephone system implemented at RBFRS by Vodafone, with the resultant risk to ongoing telephone services across the organisation, including Reception, stations (but not station end/mobilising systems), desk phones, direct dialling across and from without RBFRS, Control admin phones (but not phone services dedicated to 999 emergency calls and response)..

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 Commitment 1 – We will provide advice on how to prevent fires and other emergencies.
- 4.2 Commitment 2 – We will ensure a swift and appropriate response when called to emergencies.
- 4.3 Commitment 3 – We will provide advice, consultation and enforcement in relation to fire safety standards in buildings.
- 4.4 Commitment 4 – We will seek opportunities to contribute to a broader safety, health and wellbeing agenda, whilst delivering our core functions.
- 4.5 Commitment 5 – We will ensure that Royal Berkshire Fire and Rescue Service provides good value for money.
- 4.6 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 Capital costs will be absorbed by pre-approved Strategic Asset allocation for this financial year.
- 5.2 Identified ongoing costs lie within baseline revenue budget for 2021/22.

Agenda Item 9

6. LEGAL IMPLICATIONS

6.1 None Identified.

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 None Identified.

8. RISK IMPLICATIONS

8.1 The risk of failure and inability to restore telephony services is mitigated by the approval of the waiver.

9. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 Not applicable.

10. PRINCIPAL CONSULTATION

10.1 Chairman of the Fire Authority, Councillor Colin Dudley

10.2 Lead Member for Strategic Asset Investment, Councillor Angus Ross

10.3 Monitoring Officer, Graham Britten

11. BACKGROUND PAPERS

11.1 None.

12. APPENDICES

12.1 Appendix A - The approved contract waiver

13. CONTACT DETAILS

13.1 Tony Vincent, Head of Business Information & Systems 07787263320

Appendix A: The approved contract waiver

**WAIVER REQUEST for a new contract for more than £50,000
FOR THE PROVISION OF VOIP AVAYA UPGRADE AND 12 MONTH
SUBSCRIPTION
PROJECT 1163**

Request Authority to	Award a Contract to Vodafone
Contract Value:	£49,460.53 - Avaya CM6 Hardware and Software Upgrade to CM8 and Professional Services – one off upgrade cost £17,943 - Avaya Unified Communications Subscription for 12 month Total Value £67,403.53
Contract Period:	1 st April 2021 to 30 th March 2022

Background

The Vodafone Avaya system covers RBFRS main telephone admin route to reception and all direct dial to desk extension across 18 sites. It also provides the admin lines function in and out of TVFCS. The current Avaya system is version CM6.

The Avaya CM6 system went end of life last year but due to the pandemic Vodafone allowed an extension to the support element for 1 year at £19k. Currently we have been testing the Avaya system with Teams as the intention was to migrate to a teams based telephony solution. During the testing RBFRS became aware that using teams would require a level 5 licence which is charged on a per user basis.

While all the above testing has been taking place Vodafone have now advised that they are not willing to take the risk on a system that should have been upgraded last year.

To move forward an essential upgrade to our hardware and software platform is necessary as Avaya will not support our current hardware and software level CM6 and would therefore mean the system is no longer supported and a upgrade to CM8 at a cost of £49,460.53 is imperative. This will enable us to move to an integrated Teams service at substantially less costs than the Microsoft teams licencing model. There is also a support element on top of the upgrade fee of around £17,943 which will be only for one year.

The intention is to tender the requirement for a subscription service in 2021/2022 Quarter 3, seeking proposals to utilise the updated AVAYA platform, migrating to a subscription service together with integration with the Microsoft Teams platform. This Waiver once approved will require a report by BIS Head of Service, Tony Vincent to Management Committee on the 19th April 2021.

Reason for Request – See extract CR19 of the RBFA Contract Regulations at the end of this form

Potential major impact to the authority’s ability to work if a problem occurs with the Avaya telephone system without a maintenance support agreement in place.

- If the goods or services are not procured there is a risk major impact on the Authority or the public
- Loss of our primary Admin route into the service.
- Loss of direct dialling to desk extensions including all fire stations.
- Loss of the admin route in and out of the Control room environment.

Agenda Item 9

Contract Terms Agreed	Vodafone Terms and Conditions
Budget availability confirmed – provide budget cost code.	A21-112-0391
Financial Assessment and Credit Check completed on	30 March 2021
Current credit score	100 – Very Low Risk.

Approved by Director or Deputy Chief Fire Officer in consultation with the Chairman of the Fire Authority	Nikki Richards
Sign	Nikki Richards
Position	Deputy Chief Executive
Approved by Head of Finance and Procurement	Conor Byrne
Sign	
Date	
<p>Approver levels are :</p> <ul style="list-style-type: none"> • Waiver up to £50,000 – Chief Fire Officer or Director plus Head of Finance and Procurement • Waivers over £50,000 but below £100,000 - Chief Fire Officer or Director in consultation with Chair of Fire Authority (with retrospective report submitted to next available committee) • Waivers of £100,000 and above – Management Committee 	

Contract Manager	Lee Arslett
Contract terms understood	Yes
Risk Register Required	No

NOTE: Once the form is approved this must be submitted to Procurement

CR19. WAIVER OF CONTRACT REGULATIONS

In exceptional circumstances it may be appropriate to waive these Contract Procedure Rules.

Competitive quotes or tenders are not required where:

- Effective competition is prevented due to government control;
- The supply or service is unique to a single supplier such as proprietary or patented goods and there is no satisfactory alternative;
- The service or works are of a specialist nature and can only be carried out by one supplier;
- There is an opportunity to use a compliant contract where the contract terms do not meet all of the requirements of CR16 and a risk assessment has been carried out to ensure that any approval to use the contract does not present a risk to the Authority;
- The emergency requirements are brought about by events that could not have reasonably been foreseen;
- If the goods or services are not procured there is a risk of danger to life or property or a major impact on the e Authority or the public;

A waiver of up to £50,000 can be approved by the Head of Finance and Procurement and a Director or Chief Fire Officer, using the standard waiver form which is to be retained by the Head of Finance and Procurement.

Waivers over £50,000 but below £100,000 can be approved by the Chief Fire Officer or Director in consultation with the Chair of the Fire Authority and a retrospective report submitted to the next available committee.

Waivers of £100,000 and above can only be approved by the Management Committee provided the total value of the waiver is below the threshold set out in CR10 which requires compliance with the UK Public Contract Regulations

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ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / 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
Member/Officer Protocol Review	A&GC	19.07.21	every four years	Agree	DCS	N/A	Part I
Annual Governance Statement	A&GC	19.07.21	Annual	Agree	DCS	A&GC Chairman	Part I
Pension Board Annual update	A&GC	19.07.21	bi annual	Note	Pension Board Chair	N/A	Part I
Internal Audit report	A&GC	19.07.21	Quarterly	Note	HF&P	N/A	Part I
External Audit Report	A&GC	19.07.21	Annual	Note	HF&P	N/A	Part I
Q4 Performance Report	A&GC	19.07.21	Quarterly	Note	DCS	N/A	Part I
RBFRS Annual Report 20/21	A&GC	19.07.21	Annual	Note	DCS	N/A	Part I
Emergency Services Mobile Communications Programme	A&GC	19.07.21	Bi-annual	Note	HBIS	N/A	Part I
Guiding Principles for Property Disposals	A&GC	19.07.21	Ad-hoc	Note	HF&P	N/A	Part I
Annual Outturn	Management Committee	29.07.21	Annual	Note	HF&P	N/A	Part I
Q4 Appliance Availability	Management Committee	29.07.21	quarterly	Note	AM (R&R)	N/A	Part I
Guiding Principles for Property Disposals	Management Committee	29.07.21	Ad-hoc	Note	HF&P	N/A	Part I
Capital Project Update	Management Committee	29.07.21	Ad-hoc	Note	HCP&E	Strategic Assets Lead	Part II

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**Categories of “Exempt Information”
under Schedule 12A of the Local Government Act 1972**

	Category
	[For each of nos 1 - 7, see <u>Qualification 1</u> below]
1	Information relating to any individual
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information). [see <u>Qualification 2</u> below]
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority purposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Qualifications:

- (1) Information falling within paragraph 3 is not exempt information by virtue of that paragraph if it is required to be registered under -
 - (a) the Companies Act 1985;
 - (b) the Friendly Societies Act 1974;
 - (c) the Friendly Societies Act 1992;
 - (d) the Industrial and Provident Societies Acts 1965 to 1978;
 - (e) the Building Societies Act 1986; or
 - (f) the Charities Act 1993.
- (2) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
- (3) Information which -
 - (a) falls within any of paragraphs 1 to 7 above; and
 - (b) is not prevented from being exempt by virtue of the two preceding paragraphs

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

Agenda Item 12

in disclosing the information.

Interpretation:

- (4) "*Employee*" means a person employed under a contract of service;
- (5) "*Financial or business affairs*" includes contemplated, as well as past or current, activities;
- (6) "*Labour relations matter*" means -
 - (a) any of the matters specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992[10] (matters which may be the subject of a trade dispute, within the meaning of that Act);
or
 - (b) any dispute about a matter falling within paragraph (a) above;and for the purposes of this definition the enactments mentioned in paragraph (a) above, with the necessary modifications, shall apply in relation to office-holders under the authority as they apply in relation to employees of the authority;
- (7) "*Office-holder*", in relation to the authority, means the holder of any paid office appointments to which are or may be made or confirmed by the authority or by any joint board on which the authority is represented or by any person who holds any such office or is an employee of the authority;
- (8) "*Registered*" in relation to information required to be registered under the Building Societies Act 1986, means recorded in the public file of any building society (within the meaning of that Act).

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