

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



Held on Monday 19 September 2011

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

Those present: Councillor Dr Paul Bryant (Member, Fire Authority)
Councillor Jeff Brooks (Member, Fire Authority)
Councillor Colin Dudley (Chairman, Fire Authority)
Councillor John Lenton (*Attended as a Substitute on behalf of
Councillor Mrs Pauline Helliar-Symons*)
Councillor Angus Ross (Member, Fire Authority)

In Attendance: Olaf Baars (Deputy Chief Fire Officer)
Iain Cox (Chief Fire Officer)
Mark Deacon (HUB Professional Services)
John Goodacre (HUB Professional Services)
Fayth Rowe (Committee Officer)
Caroline Redzikowska (Clerk and Monitoring Officer)
Paul Southern (Assistant Chief Fire Officer)
Andrew Vallance (Authority Treasurer)
David Wallace (Director of Human Resources)

Observers: Fire Brigades Union Representatives
Royal Berkshire Fire and Rescue Service Officers

Action

277. At the invitation of the Chairman, the Fire Brigades Union Representative present, Maurice Whyte, advised that he wish to address the Management Committee on Agenda Item 9 (Control Options Project and Agenda Items 14a and 14b (Crewing Monitoring) on Part I Agenda items.

In response to a question raised by Maurice Whyte, the Clerk and Monitoring Officer advised of the rules of Part II Schedule 12A of the Local Government Act 1972 and reported that it was the onus of the Fire Authority to move items from Part II to Part I of the Agenda.

278. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs Pauline Helliar-Symons (Vice-Chairman, Fire Authority), Councillor Paul Gittings (Member, Fire Authority) and Councillor Iain McCracken (Member, Fire Authority).

Apologies for lateness were received from Fire Authority Chairman, Councillor Colin Dudley.

Resolved:

a) That in the absence of the Chairman, Councillor Colin Dudley, Councillor Dr Paul Bryant was nominated to Chair the meeting pro tem.

279. DECLARATIONS OF INTEREST

There were no 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. There were no Declarations of Interest received from Officers.

280. MINUTES OF THE MEETING HELD ON 23 MAY 2011

Resolved:

- a) That the Minutes of the meeting held on 23 May 2011 be confirmed as a correct record and signed by the Chairman.

The Chairman noted that the actions from the last meeting had been discharged. The Chief Fire Officer advised that the photos of the Swinley Forest Incident would be distributed to those Fire and Rescue Services which assisted in the incident along with a formal letter of appreciation.

281. MINUTES OF THE MEETING HELD ON 29 JUNE 2011

Resolved:

- a) That the Minutes of the meeting held on 29 June 2011 be confirmed as a correct record and signed by the Chairman.

Please note – The Management Committee meeting scheduled to be held on Monday 25 July 2011 was deferred to Monday 19 September 2011.

282. RECEIPT OF ANNOUNCEMENTS

- a) The Chief Fire Officer announced a Fire death took place on the weekend of the 16 September 2011.
- b) Pro tem Chairman Councillor Dr Paul Bryant congratulated the Royal Berkshire Fire and Rescue Service (RBFRS) Extrication Team, current World Champions and winners of the National Championships.

The Fire Authority Chairman, Councillor Colin Dudley arrived during the early considerations of the next item.

283. ISSUES ARISING FROM THE AUDIT AND PERFORMANCE REVIEW COMMITTEE

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

284. RECOMMENDATIONS OF COMMITTEES

The Management Committee considered the Recommendations made by the Fire Authority's Committees from 24 July 2011 to the date of the Management Committee.

Resolved:

- a) In respect to Leased Fire Appliances, the following Recommendations of the Strategic Asset Management Committee be Approved:
 - i) That the two vehicles approaching the end of their primary lease period are leased for a further 2 years.
- b) In respect to the Officers Review, the following Recommendations of the Integrated Risk Management Plan Working Party be Approved:
 - i) That Officers duty rota be changed from a 5 week frequency to a 4 week frequency from 1 January 2012;
 - ii) That the current number of officers be reduced from 40 to 36, on a natural wastage basis, to accommodate the new rota;
 - iii) That the projected final number of officers be embedded within the Service restructure being considered as a separate matter by the Fire Authority; and

- iv) That Management be authorised to finalise the necessary agreements, policies and procedures to enable implementation of the new rota from 1 January 2012.
- c) In respect to the Risk Modelling Report, the following Recommendations of the Integrated Risk Management Plan Working Party be Approved:
 - i) That subject to identifying a suitable site within the Fire Authority's strategic premises strategy, a new fire station is built in the location identified in Appendix C2 (b) to provide an improved emergency response to the community of Berkshire; and
 - ii) That upon completion of the new fire station, the resources from Dee Road be relocated, and that the existing Fire Station be closed; and
 - iii) That Wargrave Fire Station remain in its current location and that the previous option to build a new Fire Station in Twyford not be progressed.
- d) In respect to the Integrated Risk Management 5-Year Plan – Review of Newbury Heavy Rescue Unit (HRU) and Slough Rescue Support Vehicle (RSV) the following Recommendations of the Integrated Risk Management Plan Working Party be Approved:
 - i) That the report be deferred for 3 months commencing on 1 September 2011 to allow further evidence to be gathered and assessed to establish if the case is proven; and
 - ii) That such evidence include details of when and why the RSV/HRU is requested from an incident, any refusal to deploy and reasons for the refusal.

285. CONTROL OPTIONS PROJECT

The Deputy Chief Fire Officer (DCFO) advised that the Control Working Party had met earlier that day and provided a verbal update of the recommendations arising from that meeting. The DCFO gave a presentation that update the Committee on the work undertaken to review the options for updating/replacement of the current Control Room as a consequence of the cancellation of the FiReControl Project.

The DCFO reported that the following options were reviewed and provided a brief update of each option.

Stand Alone

London Outsource Option

Commercial Outsourcing

Thames Valley proposal (Royal Berkshire, Buckinghamshire and Oxfordshire Fire and Rescue Service)

The DCFO outlined the options of sites and costs of the location of the Thames Valley Control Room and reported that the costs were a rough order of magnitude. He advised the costs included all technology and potential redundancies with the salient points being;

- Strategic Command Centre (SCC) Control building based on RBFRS Headquarters site require £200 – 300,000 to update;
- Option to move SCC from existing site – estimate costs £325 – £520,000;

- Potential Wallingford site – Joint new build of Oxfordshire FRS (Fire Station) and Thames Valley Police Station. Oxfordshire County Council estimate £3.8 million.

He further advised of the CLG commitment to build national resilience through local solutions and reported CLG had agreed to provide up to £1.8 million in grant funding to each FRS in England. The Thames Valley Control Project has the potential of being awarded a grant of £5.4 million (£1.8 million x 3 Thames Valley Brigades).

The DCFO advised of the Recommendations outlined in the Strategic Outline Case (SOC) and reported that both Oxfordshire and Buckinghamshire FRS were in support of the SOC Recommendations and would advise their Cabinet and Fire Authority of the Recommendations respectively. He reported that direction would be given and known by each of the Thames Valley FRS by 28 September 2011.

The Committee were informed that a meeting was due to be held between the Fire Authority Chairman, Councillor Colin Dudley and Buckinghamshire FRS and Oxfordshire County Council Chairman / Members.

In answer to a question from Paul Watts, Fire Brigades Union representative, the DCFO advised he would provide him with a copy of his presentation.

DCFO

In discussing the London procurement option, Paul Watts, Fire Brigades Union representative requested for engagement across the region on this option.

Councillor Jeff Brooks reassured the Committee, press and public present that the Control Working Party did not see London procurement as a preferred option, but as an alternative option to consider.

Councillor Angus Ross advised of his support of the Control Working Party Recommendations to the Management Committee and advised of the need for the Fire Authority to continually consider back up arrangements for RBFRS and the governance of the Thames Valley Project.

The DCFO received news during the meeting that a paper would to be put to Buckinghamshire and Milton Keynes Fire Authority on the 28th October that would recommend that they did not proceed with a London option but would put forward the Thames Valley option alongside an option to outsource this work to Cambridgeshire to be considered by the Authority.

The Chief Fire Officer requested for future reports to include approximate costings for all Control options.

DCFO

Resolved:

- a) That the report be Noted; and
- b) That the following Recommendations be made to the Fire Authority:
 - 2.1 That the preferred option of the Thames Valley Control (3 brigades) is progressed;
 - 2.2 That subject to endorsement of the three respective September 2011 FRA, Cabinet meetings, officers be authorised to proceed with Stage 1;
 - 2.3 That, in the event of not all 3 respective FRS proceeding with Stage 1, the option with 2 FRS collaborating in a joint Control Room Options Project be progressed;

- 2.4 That further detailed work be undertaken to move towards phase 2 and 3 by the appointment of staff to deliver phase 1 and by the preparation of a full business case following clarification of the building strategy;
- 2.5 That the Fire Authority invite other FRS to express an interest in joining a collaboration Control Project, subject to agreement of the existing Thames Valley partners;
- 2.6. That further FRA approvals be sought in February 2012 meetings aligned with the availability of the full business case be Sought;
- 2.7 That the Fire Authority maintain involvement in the London project as a contingency option.

286. 2012/13 BUDGET WORKING PARTY AND TERMS OF REFERENCE

The Management Committee reviewed the presented 2012/13 Budget Working Party Terms of Reference.

Resolved:

- a) That the report be Noted; and
- b) That a 2012/13 Budget Working Party be Appointed and that its Terms of Reference be Agreed.

287. BUDGET MONITORING

The Committee was advised of revenue and capital expenditure against budgets up to the end of August 2011.

Resolved:

- a) That the report be Noted.

288. FIRE CONTROL RESILIENCE WORKS - WAIVER OF STANDING ORDERS

The DCFO advised the Committee of the proposal to undertake resilience enhancements to the mobilising and communications equipment that were necessary in order to upgrade RBFRS systems since the cancellation of the FiReControl project and to seek approval to incur expenditure to undertake these improvements.

The DCFO made an amendment to figures presented in (b) to £24,443 of the Recommendations.

The Chairman advised the Committee that Councillor Iain McCracken, Chairman of the Audit and Performance Review Committee had raised concerns regarding this item and had suggested that the Committee may wish to defer this item to allow the next Audit, Performance and Review Committee to review the matter and make Recommendations to the next Management Committee.

In response to the Chairman, the DCFO advised that RBFRS would not be able to complete Phase I of the Thames Valley Control Project by March 2012.

The Chief Fire Officer requested the Committee to consider allowing Officers to progress with recruitment and suggested that the matter could be considered by the Audit and Performance Review Committee at its next meeting and for their comments to be reported to the Management Committee in January 2012.

Councillor Angus Ross advised that it would have been useful if there had been an illustration of figures in a table format.

The Clerk and Monitoring Officer advised that the Audit and Performance Review Committee acted as the Fire Authority's scrutiny panel, but that as the Fire Authority did not and could not operate Executive Arrangements, there was no power for the Audit and Performance Review Committee to call in a matter in the same way as Members were familiar with in their own Unitary Authorities. Thus the Management Committee were able if, so minded to approve the recommendations set out in the report and to task the Audit, Performance and Review Committee to examine the figures in greater detail.

In response to a concern raised on additional strain that might be placed on the Development Fund, the DCFO advised the Committee that the Fire Authority included the Development Fund as a possible source of funding for Control Room options at a meeting held earlier this year and advised that the Management Committee endorsed additional funding at its meeting held in March 2011.

In response to questions raised by the Audit and Performance Committee the Deputy Chief Fire Officer outlined the following;

- Server Configuration costs total £24,443
 - £12500 (Maintenance costs)
 - £ 8193 (System configuration Charge)
 - £ 750 (5 days consultancy at a cost of £750 per day)
 - £ 24,443
- Maintenance Cost total £12,500 (includes call out, problem assistance and system upgrades).
- £6,500 charge £100 per licence logged unto server. Server – greater annual charge in maintenance, 65 licences taken from Communities for Local Government (CLG).
- Paging – one off cost – 15 pagers for Retained Duty System (RDS), 5 spare pagers for IT.
- Staffing - Additional staffing costs for two suitability qualified technicians for 1 year at £75,000.

On being put to the vote, four Members were in favour of the recommendations set out below with one abstention received from Councillor John Lenton.

Resolved:

- 2.1 That the Committee endorse phase one and that the proposed expenditure on resilience improvements be Approved:
 - (a) That the proposed resilience works as a first phase in upgrading and replacing the Control Room systems be agreed;
 - (b) That Contract Standing Order (CSO21) be waived on the grounds set out in section 5 of the report and that Officers be authorised to enter into a contract with Astrium Ltd, for the server configuration (£24,443) and ongoing maintenance (£12,100p.a.);
 - (c) That a twelve month trial of two way pagers supplied by Page One on one retained station (£6000) be approved;

- (d) That Officers be authorised to recruit 2 additional technical staff on short term contracts in order to support the resilience works described in this paper subject to a maximum of £75,000p.a.;
- (e) That this work be funded from the Development Fund pending reimbursement from the CLG Resilience and Efficiency Grant.

289. IRMP ANNUAL ACTION PLAN 2012/13

The Committee considered the draft Integrated Risk Management Plan (IRMP) Annual Action Plan.

The Assistant Chief Fire Officer advised that the Chairman's forward would be inserted into the document and reported that an update on Windsor Fire Station would be determined following decisions made by the Committee in Part II of the meeting of 19 September 2011.

Resolved:

- a) That the draft Integrated Risk Management Annual Action Plan for 2012/13 be considered and approved for formal consultation by the Fire Authority.

290. CREWING LEVEL MONITORING

The DCFO advised the Committee of the crewing levels for Whole-time appliances. He reported that the crewing figures had fallen compared to the same period last year.

The DCFO reported that the disestablishment of the Training Reserve in order to create the Retained Support Unit together with the recruitment freeze contributed to the graceful degradation of the crewing levels.

The Committee were informed RBFRS would start to manage crewing levels through overtime in order to maintain availability. He reported that RBFRS crewing levels had not dropped below minimum.

In response to a request made from Maurice Whyte, Fire Brigades Union Representative on the reporting cycle of crewing figures to the Management Committee, the DCFO advised that he would include additional information in future crewing reports on figures to include net sickness and light duties.

DCFO

Resolved:

- a) That the report be Noted.
- b) That the Committee be updated with a progress report at the Management Committee meeting in January 2012 to include an update on the effect of the budget and the transfer of Fire-fighters.

Agenda
23.01.12

291. FORWARD PLAN

The Fire Authority's South East Fire and Rescue Service Control Centre Ltd Board Representative (SEFRCCL), Councillor Angus Ross stated that he received SEFRCCL Annual Accounts on 9 September 2011 and requested the Committee's approval to sign the accounts. He advised that the company would be struck off Companies Register at Companies House in November 2011.

The Chairman advised that he requested for the item Principal Officers Car Scheme (previously scheduled for the September Management Committee) to be to be moved to the next Management Committee meeting, due to number of items of the September 2011 Agenda.

Agenda
10.11.11

Resolved:

- a) That the report be Noted.

292. DATE OF NEXT MEETING

Resolved:

- a) That the Committee consider an additional Management Committee meeting to be held on Thursday 10 November 2011, 6.30 pm in the Strategic Command Centre, Headquarters, Royal Berkshire Fire and Rescue Service, Dee Road, Tilehurst, Reading, Berkshire, RG30 4FS.

293. 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, 3 and 4 of Part I of Schedule 12A of the said Act indicated and is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

294. RESILIENCE - VERBAL UPDATE

The Management Committee was advised of the current position regarding industrial relations in the Fire and Rescue Service in the UK, and the potential options available to manage emergency cover in the event of strike action was outlined.

Resolved:

- a) That the presented Recommendations be made to the Fire Authority in Part II.

295. SALE OF COOKHAM FIRE STATION

The Assistant Chief Fire Officer provided an update on the progress of the sale of Cookham Fire Station.

Resolved:

- a) That the report be Noted;
- b) That the sale of Cookham Fire Station be made to the most viable purchaser; and
- c) That Officers be Authorised to progress the details of the sale and provide progress reports to future meetings.

296. RECOMMENDATIONS OF COMMITTEES - PART II

The Clerk and Monitoring Officer advised the Committee of the Part II recommendations made by the Fire Authority's Committees from 24 July 2011 to date of Management Committee.

The Committee was directed to consider the Recommendations set out in Appendix 1 under Agenda Items 20a (Brigade Headquarters Options) and 22 (Windsor Crewing Options - A "Local Fire Engine").

297. BRIGADE HEADQUARTERS OPTIONS

The Committee considered the future premises provision for the Service's Headquarters (BHQ).

Resolved:

- a) That the report be Noted; and
- b) That the presented Recommendations be made to the Fire Authority;

298. ROYAL BERKSHIRE FIRE AND RESCUE SERVICE (RBFRS) RESTRUCTURE

The Chief Fire Officer informed the Committee of the restructure proposals arising from the changes to posts and positions arising from the measures taken to address the current budgetary pressures and to seek approval for the proposed restructure as set out in the report.

Resolved:

- a) That the report be Noted; and
- b) That the principle elements of the restructure set out in the report in accordance with ASD 2(c)(ii) be Approved.

299. WINDSOR CREWING OPTIONS - A "LOCAL FIRE ENGINE"

The Committee considered the proposals resulting from ongoing discussions between Royal Berkshire Fire Authority and the Royal Borough of Windsor & Maidenhead.

Resolved:

- a) That the Management Committee consider the proposals set out in the report in paragraph 3.4; and
- b) That the presented Recommendations be made to the Fire Authority;

300. FIREFIGHTERS' PENSION SCHEME - INJURY PENSIONS

The Clerk and Monitoring Officer provided an update on the research conducted into the overpayment of injury pension awards for a number of pensioners and to seek approval for contact to be made with individuals regarding recovery of the overpayment.

Resolved:

- a) That the report be Noted; and
- b) That Officers be Authorised to carry out further investigation and to make initial contact with individuals in relation to the overpayment.