

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

**Held on Monday 22 March 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 Angus Ross (Member, Fire Authority)

**In Attendance:** Olaf Baars (Deputy Chief Fire Officer)  
Iain Cox (Chief Fire Officer)  
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:** Fire Brigades Union Representatives  
Unison Representative

**79.** The Representative Bodies present did not wish to address the Management Committee on any Part I item.

**80. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Iain McCracken (Member, Fire Authority).

**81. 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 (SEFRCCCL) in respect to Agenda Item 15 (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.

The Chief Fire Officer, the Deputy Chief Fire Officer, the Assistant Chief Fire Officer, the Clerk and Monitoring Officer, the Authority Treasurer and the Director of Human Resources declared a Personal and Prejudicial interest as Officers of the Royal Berkshire Fire and Rescue Service in respect to Agenda Item 21 (Annual Review of Local Pay Ranges).

**82. MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON  
25 JANUARY 2010**

**Resolved:**

a) That the Minutes of the meeting of the Management Committee held on 25 January 2010 be Approved for signing by the Chairman.

**Action**

The Assistant Chief Fire Officer confirmed that, to the best knowledge of the Royal Berkshire Fire and Rescue Service, no asbestos had been found at the current time in the two residential properties on the Wokingham Fire Station site. He advised that a pre-survey would be conducted prior to the disposal of the Wokingham Fire Station buildings. (*Minute Reference 64 - Waiver of Contract Standing Orders - urgent removal of Asbestos from Fire Authority premises*).

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

### **83. RECEIPT OF ANNOUNCEMENTS**

- a) The Chairman reported that he had recently met with Doug Feery (Improvement and Development Agency (I&DeA)) regarding the review being undertaken of the Service's progress against the Equality Standard and the assessment of the Service's compliance with Level 3 of the Standard. He was pleased to report that the Service had now successfully achieved Level 3, and he conveyed his thanks to all those involved for their hard work to enable Level 3 to be realised. The Chief Fire Officer reported that Doug Feery had been extremely complimentary of the courtesy shown by Members and Officers, and that he had acknowledged the good work of the Royal Berkshire Fire and Rescue Service's Community Engagement and Equality Group (CEEG).
- b) The Chairman reported that he, and the Chief Fire Officer, had attended the 2010 Local Government Association annual fire conference and exhibition, the salient Agenda items being Finance and the Regional Control Centres.
- c) The Chairman reported that he had attended the recent meeting of the Local Government Fire Services Management Committee.
- d) The Chief Fire Officer referred to two recent response incidents which had involved trains.
- e) The Chairman reported that he had attended the last Royal Berkshire Fire and Rescue Service's Group Managers' Forum at which a very informative presentation on social marketing and economic cost of fire had been given by the Assistant Chief Fire Officer from Northern Ireland Fire and Rescue Service.

### **84. ISSUES ARISING FROM THE AUDIT AND PERFORMANCE REVIEW COMMITTEE**

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

### **85. NEW INTERNAL AUDIT CONTRACT**

Councillor Colin Dudley declared a Personal non Prejudicial Interest as a Councillor of Bracknell Forest Borough Council.

Councillor Colin Dudley **Moved** that this item be taken after Agenda Item 17, and this was **Seconded** by the Chairman, and **unanimously Agreed**.

### **86. PURCHASE OF LEASED VEHICLES**

The Committee considered the presented options for two vehicles, a water tender appliance and an aerial ladder platform, that were coming to the end of their primary lease periods.

The Authority Treasurer advised that the purchase price for the two vehicles had now been re-negotiated and that the price had been reduced to £87,000. His

recommendation to the Committee was to approve the purchase of the two vehicles. He stated that he was not able, at the current time, to provide definitive future leasing costs.

**Resolved:**

- a) That it be Agreed to purchase the two vehicles, namely the water tender appliance and the aerial ladder platform that were coming to the end of their respective lease periods, but that the Authority Treasurer endeavour to negotiate a further reduction to the purchase price if possible.
- b) That the Strategic Asset Management Committee (SAMC) review how the remaining leased vehicles could be funded when they reach the end of their primary lease period.

**SAMC**

**Councillor Paul Gittings joined the meeting during the early considerations of the next item, and he conveyed his apologies for arriving late to the meeting.**

**87. FIRE AUTHORITY'S MEMBER DEVELOPMENT CHAMPION'S 6-MONTHLY REPORT**

The Committee was provided with information on the South East Charter on Elected Member Development, and the Committee's approval was sought to sign up to, and commit to, achieving Level 1 of the Charter.

The Committee considered the benefits of this Charter, and the support required for this, the salient points of discussion being:

- i) The need to avoid any overlap of Members' training already provided by the Unitary Authorities.
- ii) That Members should attend briefings relevant to the Fire Service, and that Members' training be adapted to meet Members' needs.
- iii) That any associated costs in respect to Service personnel time should be taken into account.
- iv) That Unitary Authorities should further consider appointing Members to the Fire Authority on a 4-yearly basis as this should lessen the need to provide Fire Service related training to newly appointed Members on an annual basis.

**CMO**

**Resolved:**

- a) That the report be Noted.
- b) That the Fire Authority be recommended to formally commit to achieving Level 1 of the South East Charter on Elected Member Development.
- c) That the Standards Committee be asked to work in conjunction with the Member Development Champion in scoping the work required to achieve Charter status, and, subject to Fire Authority approval, undertaking that work.

**88. 2009/10 BUDGET MONITORING**

The Committee was advised of the revenue and capital expenditure against budgets up to the end of February 2010.

The Authority Treasurer reported that he expected there would be a capital expenditure carry forward to next year of £971k, however he acknowledged the monitoring work of the Fire Authority's Strategic Asset Management Committee

which should realise a reduction in future years. The Assistant Chief Fire Officer was confident that the Capital Schemes detailed in Appendix D of the presented report, which were referred to as to completed by the end of March 2010, would be completed within this timeframe, subject to any snagging issues.

**Resolved:**

- a) That the report be Noted.

**89. REPORT FROM THE RISK MANAGEMENT GROUP**

The Committee was advised of the changes to, and current operations of, the Royal Berkshire Fire and Rescue Service’s Risk Management Group and other risk management systems used within the Royal Berkshire Fire Authority.

The Chief Fire Officer provided a presentation of the principal strategic risks to the Fire Authority, as recently considered by the Risk Management Group, and of the 2010 Risk Assessment programme (*copy available from the Committee Manager*), and he invited Members to make any further contributions to this. The Chief Fire Officer confirmed that an improved risk scoring system was now being used, that an appointed Lead Officer was responsible for the preparation of the respective risk assessments for subsequent validation by the Risk Management Group, and that there were actions plans in place to address key areas of risk.

The Committee **Agreed** that future reports should include more detailed direction of travel to underpin each identified risk, and include how risks were identified and how they would be addressed. In addition, reports should also ensure that each risk be identified by way of ‘traffic light’ recording, and that reports should avoid the use of jargon.

**CFO**

The Chief Fire Officer concurred with Councillor Colin Dudley’s suggestion that the recent Sustainable Communities Act 2007 (SCA) in respect to Windsor Fire Station should be included within the Risk Register.

**CFO**

**Resolved:**

- a) That the report be Noted.
- b) That Risk Management reports be presented to the Management Committee bi-annually.

Standing  
Agenda Item  
(Mar / Oct)

**90. CREWING LEVEL MONITORING (QUARTERLY REPORTS - JULY-SEPTEMBER 2009 AND OCTOBER-DECEMBER 2009)**

The Committee was advised of the crewing levels for Wholetime appliances for the two quarters, July-September 2009 and October-December 2009.

The Deputy Chief Fire Officer was pleased to report that there was a significant improvement within the current quarter period. He referred to the recent adverse weather experienced and to the outstanding work of the crews to ensure that crewing levels were sustained, a credit to the personnel involved.

**Resolved:**

- a) That the report be Noted.
- b) That crewing levels be included as a stand alone line within the Risk Register to ensure that, should there be any slippages, these could be effectively monitored.

**DCFO**

**91. FRAML ANNUAL REPORT AND INSURANCE UPDATE**

The Committee was provided with an update on FRAML (Fire and Rescue

Authorities Mutual Limited), consortium and insurance matters.

The Authority Treasurer reported that the Supreme Court Hearing to consider the latest appeal in the case of RMP v LAML and the London Boroughs of Harrow and Brent was not now expected to be held until later in 2010.

**Resolved:**

- a) That the report be Noted.

**92. PROPOSED ROAD TRAFFIC COLLISION ATTENDANCE POLICY**

The Committee received a comprehensive presentation by the Deputy Chief Fire Officer on the proposed Road Traffic Collision Attendance Policy, which included full supporting information and the background to the proposed Policy recently issued to the Fire Brigades Union for consultation (*copy of the presentation available from the Committee Manager*).

In response to Members' questions, the Deputy Chief Fire Officer:

- i) Gave his assurance that the proposed Policy changes would ensure that the provision of adequate capabilities on arrival at incidents was maintained, and that road traffic collision equipment inventory on the specialist vehicles would be adapted to meet the needs of their respective roles.
- ii) Agreed to demonstrate the new Rescue Support Vehicle to the Committee, possibly when the Committee meets in October 2010, subject to availability, to enable Committee Members to view the vehicle and its capabilities.
- iii) Advised that appropriate training, including refresher training, was provided in the use of the equipment carried on the specialist vehicles.
- iv) Confirmed that, prior to a Rescue Support Vehicle responding to an incident, specific response criterion had to be met.

**DCFO**  
(25.10.10  
meeting)

**Resolved:**

- a) That the presentation be Noted.

**93. 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), advised that the next SEFRCCCL meeting would take place on 21 May 2010, the meeting being the Annual General Meeting. He reported that he had been unable to attend the last SEFRCCCL meeting on 12 March 2010, and that Councillor Mrs Christine Bateson, as the Fire Authority's Substitute Member Representative, had attended the meeting. Councillor Angus Ross advised that at this meeting, further policies, for example Disciplinary and Grievance, had been approved, that Committees had now been established to look at staff remuneration, and that the Consultation Policy was being considered. He reported that some discussion had taken place with regard reserves once the Regional Control Centre was up and running. He stated that, under the Members' Agreement, a weighted voting arrangement had been agreed, and that the Members' Agreement was expected to be reviewed shortly.

Councillor Angus Ross reported that he had visited the South East Regional Control Centre on 22 March 2010, and that he would be visiting the South West Regional Control Centre in the near future.

**Resolved:**

- a) That the verbal report be Noted.

**94. FORWARD PLAN**

**Resolved:**

- a) That the Forward Plan be Noted.

**95. DATE OF THE NEXT MEETING**

Monday 17 May 2010 at 6.30pm in the Strategic Command Centre, Headquarters, Royal Berkshire Fire and Rescue Service.

**96. NEW INTERNAL AUDIT CONTRACT**

The Committee was invited to appoint new internal Auditors to the Authority.

**Resolved:**

- a) That this item be taken in Part II of the meeting.

**97. 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.

**98. NEW INTERNAL AUDIT CONTRACT**

**Agenda Item 19 (New Internal Audit Contract - Appendix) was taken as part of the considerations of this item.**

The Authority Treasurer reported that the Fire Authority's Audit and Performance Review Committee had, at its meeting on 18 March 2010, considered the appointment of new internal Auditors to the Authority and had recommended to the Management Committee that the firm highlighted in red in the Exempt Appendix be appointed as the Authority's internal Auditors.

**Resolved:**

- a) That H W Controls be appointed as the Authority's internal Auditors.

**99. PENSION ISSUES - OVERPAYMENT AND DISCRETIONARY PAYMENTS**

The Committee was advised of the circumstances of the case referred to in the report and was presented with the options available to the Fire Authority in relation to the overpaid pension and the ability to award a discretionary dependent relative's gratuity under the Firefighters' Pension Scheme.

After due consideration of the circumstances of the case and who was liable for the overpaid pension, Councillor Jeff Brooks **Moved** that, to enable a more informed decision to be made, this item be deferred to the next meeting to allow the Director of Human Resources to seek further information regarding the circumstances, and for appropriate legal advice to be further sought, and this was **Seconded** by Councillor Angus Ross, and **unanimously carried**.

**Resolved:**

- a) That this item be deferred to the next meeting to allow the Director of Human Resources to seek further information regarding the circumstances, and for appropriate legal advice to be further sought.

**DHR**  
Agenda  
17.05.10

**100. ANNUAL REVIEW OF PAY RANGES**

The Royal Berkshire Fire and Rescue Service Officers present retired from the meeting to enable this item to be considered. The Director of Human Resources remained in the meeting to introduce the report, at the request of the Chairman, as did the Clerk and Monitoring Officer to enable advice to be given if required.

The Committee considered its approach in determining the 2010 review of Local Pay Ranges.

**Resolved:**

- a) That, given the current lack of knowledge regarding the National Joint Council (NJC) for Local Authorities Fire and Rescue Services pay settlement, consideration of the 2010 Annual Review of Local Pay Ranges be deferred until the Committee's meeting in October 2010.

**DHR**  
Agenda  
25.10.10