

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



**Held on Wednesday 7 August 2013 at 6.30pm**

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

**Committee Members:** \*Councillor Phillip Bicknell  
Councillor Jeff Brooks  
\*Councillor Colin Dudley (Chairman)  
\*Councillor Paul Gittings (*from 8.05pm*)  
\*Councillor Pauline Helliar-Symons (Vice-Chairman)  
\*Councillor Edward Plenty  
\*Councillor Angus Ross  
\*Councillor Alan Ward  
\* *present.*

**In Attendance:** Eddie Cardoso (Station Manager, Performance Review, SMPR)  
Andy Haste (Head of Transport and Engineering, HTE)  
Andy Mancey (Acting Assistant Chief Fire Officer, AACFO)  
Nick Oxborough ( Group Manager Performance and Review, GMPR)  
Caroline Redzikowska (Director, Corporate Services DCS)  
Carolyn Rowe (Committee Manager)  
Paul Southern (Acting Deputy Chief Fire Officer, ADCFO)  
Andrew Vallance (Director of Resources, DR)

**Also Present:** Members of the Press.

**Action**

**527. REPRESENTATIVE BODIES**

There were no members of representative bodies present.

**528. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr Brooks, and from Cllr Gittings who would be late.

**529. DECLARATIONS OF INTEREST**

Cllr Ross declared a non pecuniary interest as a Member of the Thames Valley Fire Control Service Programme Sponsor Group. There were no other declarations of interest from Councillors relating to the items to be considered at the meeting, in accordance with the provisions of the Fire Authority's Local Code of Conduct.

**530. MINUTES OF THE MEETINGS HELD ON 20 MAY 2013, 28 JUNE 2013  
AND 16 JULY 2013.**

Members agreed that the three sets of minutes be considered together, and it was noted that the actions had been discharged. It was confirmed that Dr Declan Hall was working as part of South East Employers on the review of member allowances.

**Resolved:**

That the Minutes of the meetings held on 20 May 2013, 28 June 2013 and 16 July 2013 be confirmed as a correct record and signed by the Chairman.

### **531. RECEIPT OF ANNOUNCEMENTS**

The Chairman invited SMPR Eddie Cardoso to provide an update on plans for the Peer Review. SMPR advised that the peer review was scheduled to start on 16 September 2013 for 4 days. There would be three focus areas: L&D/Station based operational training, Risk Management, and Operational Risk Information Management. The Chairman and Vice Chairmen would meet with the peer reviewers on the first morning, and Committee Chairs and Party Leaders on 17<sup>th</sup>. The presentation back would be at 1.30pm on Thursday 19 September 2013.

The self assessment could be posted to members on a memory stick, but if members just wanted the report, that could be emailed.

The Chairman thanked SMPR for the enormous amount of work at this time and the Vice Chairman added her thanks.

### **532. ISSUES ARISING FROM THE AUDIT AND GOVERNANCE COMMITTEE**

There were no issues arising from Audit and Governance Committee.

### **533. RECOMMENDATIONS OF COMMITTEES**

#### **Resolved:**

That it be noted that the part II agenda item 17 was a recommendation from the Strategic Asset Management Committee meeting of 9 July 2013.

### **534. BUDGET WORKING PARTY 2014/15 AND TERMS OF REFERENCE**

DCS introduced the item to set up the 2014/15 Budget Working Party which was a working party Management Committee. She referred to the Terms of Reference for the Committee's approval.

Cllr Ward stated that he believed it would be a better reflection of its importance if it were to be a Sub Committee.

The DCS advised that Members were able to make it a Sub Committee, and that it would be bound by the requirements of a public meeting including the publishing of agendas five clear working days ahead. A working party offered more flexibility.

Cllr Bicknell suggested that it might be called a steering group, but otherwise supported it remaining as it was.

The Chairman agreed it was very important and suggested that for the purposes of the meeting, Members determine whether to agree the Terms of Reference, and he asked that he and Cllr Ward meet with the DCS on this matter.

Cllr Ward said he didn't agree that the constraints of being a sub Committee would be an issue. Half the dates could be cut out, and, as last year, it could be set out in group meetings in December.

The Chairman proposed the recommendations, saying that the Chairman of the Budget Working Party and he would discuss the matter with DCS. On being seconded by Cllr Bicknell it was put to the vote and it was

#### **resolved:**

- a) That the appointment of a 2014/15 Budget Working Party be agreed; and
- b) That the Terms of Reference of the 2014/15 Budget Working Party be agreed.

DCS

### **535. CREWING LEVEL MONITORING REPORT**

The AACFO introduced the report and in answer to Member questions confirmed the following:

- that four was the minimum on a pump, except at Newbury where it was currently five;
- that sickness may be work related – but not as a result of accidents, rather from strains for example, linked to the manual work;
- that Windsor would be measured as a 24 hour response from 1 October 2013, operating from Slough;
- that the measure of wholetime optimal crewing of 70.4% did not get broken down between day and night;
- that without the Retained Support Unit, Ascot would not be on the run at all;
- that Bracknell retained wasn't used at all, and Wargrave and Pangbourne numbers were very low;
- although not shown, there was an impact on morale when crews were not used, and therefore availability could be affected;
- that retained had 300 seconds to turn out, and the wholetime target was 90 seconds, and because of geography, in some areas another wholetime pump could respond more quickly than the more local retained.

The Chairman stated that the report was received with interest, and thanked AACFO.

#### **Resolved:**

That the report be noted.

### **536. PROGRESS REPORT ON ACHIEVING THE CHARTER FOR MEMBER DEVELOPMENT**

Group Manager Nick Oxborough (GMPR) introduced the update, and advised the Committee that to date he had received 12 expressions of interest from Members, which was short of that required. He said that he would send a further reminder after this month, it being the holiday period.

Four members had completed their self assessment, and development actions were being prepared. Duplication was being avoided by inviting Members to include training they had received at their Unitary Authority.

GMPR gave a brief demonstration of the RBFA website that was being developed to include an area for Member Development. He advised that the aim was to keep it simple.

The Chairman thanked GMPR for all the work he was doing.

#### **Resolved:**

that the report be noted.

**537. 2013/14 BUDGET MONITORING**

DR introduced the report and outlined the current underspends in revenue and capital. He advised that work on the BHQ had commenced and as such capital expenditure for that would start to show in the coming months.

**Resolved:**

That the report be noted.

**538. UPDATE ON EMPLOYERS OFFER TO FBU ON RETAINED PENSIONS**

The DCS gave a verbal update and advised that a consultation was underway on proposals for the implementation arrangements for the retained firefighters pension. The closing date was the 3 September 2013.

The Chairman observed that the ballot for strike action closed on the 29 August, with the earliest date for strike action being 5 September. He added that work was going on to ensure contingency arrangements were in place.

**Resolved:**

That the verbal update be noted.

**539. FORWARD PLAN**

DCS advised that Officers would endeavour to meet this plan but it was possible that reports may slip due to the contingency work. The Chairman requested that if there was any significant slip, that either the Chairman of that Committee, or the Vice Chairman or himself be informed of the slippage.

**Resolved:**

That the forward plan be noted.

**540. DATE OF NEXT MEETING**

Monday 16 September at 6.30pm in the Council Chamber. Bracknell Forest Council, Easthampstead House, Town Square, Bracknell Berkshire RG12 1AQ.

The Chairman asked the Committee to note the venue.

**541. EXCLUSION OF THE PUBLIC**

**Resolved:**

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.

POs

**542. RESTRICTED PART II MINUTES OF THE MEETING HELD ON 20 MAY 2013 AND THE MINUTES OF THE MEETING HELD ON 16 JULY 2013**

**Resolved:**

That the restricted Part II Minutes of the meeting held on 20 May 2013, and the part II minutes of the meeting held on the 16 July 2013 be confirmed as a correct record and signed by the Chairman.

**543. INTERIM GOVERNANCE ARRANGEMENTS FOR THE THEALE CROSS PROJECT**

The ADCFO introduced the paper, and following consideration it was **resolved:**  
that the recommendations **as amended** be agreed.

**544. FLEET MAINTENANCE ARRANGEMENTS**

The paper was introduced by Andy Haste, Head of Transport & Engineering (HTE), and following consideration it was **resolved:**

That the recommendations be agreed.

**545. ORGANISATIONAL STAFFING REPORT**

The DCS introduced the report, and following consideration it was **resolved:**

That the recommendations **as amended** be agreed.

The meeting closed at 8.45pm