

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



Held on Monday 25 March 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 (*from 6.35pm*)
- *Councillor Colin Dudley (Chairman)
- *Councillor Paul Gittings (*until 7.10pm*)
- *Councillor Pauline Helliard-Symons (Vice-Chairman)
- *Councillor Edward Plenty
- *Councillor Angus Ross
- *Councillor Alan Ward
- * *present.*

In Attendance:

- Olaf Baars (Deputy Chief Fire Officer, DCFO)
- Iain Cox (Chief Fire Officer CFO)
- Andy Mancey (Area Manager, Response AM(R))
- Nick Oxborough (Group Manager, Performance Review, GMPR)
- Caroline Redzikowska (Director, Corporate Services DCS)
- Carolyn Rowe (Committee Manager)
- Paul Southern (Assistant Chief Fire Officer, ACFO)
- Nicole Targett (Corporate Communications Manager, CCM)
- Andrew Valance (Director of Resources, DR)

Observers:

- Fire Brigades Union Representatives (FBU)
- Royal Berkshire Fire and Rescue Service Officers

469. At the invitation of the Chairman, Maurice Whyte, (FBU Berkshire Acting Brigade Secretary), advised that they wished to address the Management Committee on Agenda Item 13 Officers' Car Review Update.

470. APOLOGIES FOR ABSENCE

There were no apologies for absence.

471. DECLARATIONS OF INTEREST

Cllr Bicknell, Royal Borough of Windsor and Maidenhead Councillor, and Deputy Chairman of the Cabinet, declared an interest in the part II item on Windsor Fire Station. 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.

472. MINUTES OF THE MEETING HELD ON 28 JANUARY 2013

Resolved:

That the Minutes of the meeting held on 28 January 2013 be confirmed as a correct record and signed by the Chairman.

Action

It was noted that an update on Windsor was a separate item on the agenda and that the other actions were complete.

473. RECEIPT OF ANNOUNCEMENTS

The Chairman stated that it had been confirmed with regret, that the Chief Fire Officer would be leaving at the end of June 2013.

474. ISSUES ARISING FROM THE AUDIT AND GOVERNANCE COMMITTEE

There were no issues arising from Audit and Governance Committee.

475. RECOMMENDATIONS OF COMMITTEES

Resolved:

That it be noted that the Strategic Asset Management Committee had requested a report on Windsor, and that this was a separate item on the agenda.

Cllr Brooks joined the meeting at this point.

476. LOCAL GOVERNMENT PENSION SCHEME- EMPLOYER DISCRETIONS - STATEMENT OF POLICY

HHR introduced the report and advised that it was a requirement to publish a statement by 31 March 2013, a draft of which was appended to the report.

In response to member questions it was confirmed that the recommendation of case by case would mean each case would be brought to Members, and this might include flexible retirement – meaning someone could receive a pension and work less hours.

Cllr Helliar-Symonds wondered whether RBFA wished to maintain the current policy.

Cllr Ward asked if it included the issue of re-employing people, and whether there had been instances.

HHR advised that it included when someone was ill health retired and then no longer qualify for ill health retirement. Someone could get their pension but it would be reduced, and this would provide for members to decide on a case by case basis not to reduce. In her 20 years there had been no cases under the Local Government scheme, and two firefighter cases. The Chairman moved the recommendations, which were seconded by Cllr Bicknell and it was

Agreed:

- a) that the policy be adopted in relation to the employer discretion under Regulation 30A; and
- b) that the draft Statement of Policy annexed to this report be adopted;

477. ROYAL BERKSHIRE FIRE AUTHORITY CORPORATE PLAN 2013/14

The ACFO introduced the report and advised Members that the plan would go to the Fire Authority for approval, and that the annual report on performance would

go to Audit and Governance. He invited Members nominate any Member to look at the draft in detail

Cllr Ross asked about the performance and was advised that the annual report on targets would available in May/June 2013, and that, in the Corporate Plan, all items would have a completed measure.

Members also asked:

- for a picture of the world class extrication team to be included;
- that the recruitment targets for women and ethnic minorities be reconsidered - members agreed that a tag line be added under the targets regarding the current recruitment freeze, and suggested the target should reflect (but exceed) the national figure for women.
- that the compliments target be reconsidered;
- that the wording for the target regarding where smoke alarm fitted be reworded to working alarms;

Members suggested that Cllr Peter Jones be invited to provide comments on the detail of the document.

Resolved:

- a) That the draft Corporate Plan 2013/14 was considered, and
- b) That it be recommended to the Fire Authority that the Plan be published.

478. WAIVER OF STANDING ORDERS- PROCUREMENT OF LONG REACH RELESCOPIC POLES FOR FRONT LINE FIRE APPLIANCES

Area Manager Andy Mancey (AMR) introduced the report, and advised Members that it would complement the equipment already held. He advised it was robust and effective, and that there was one supplier.

In response to Members questions it was confirmed that

- there had been a recent public incident when it might have been used;
- they were used across the country, but there remained only one supplier.

Members spoke in support and it was

resolved:

- a) that Contract Standing Order CSO21 be waived on the grounds set out in the Fire Authority's Contract Standing Orders CSO 24 (a) and (b), for the reasons set out in this report; and
- b) that an order be placed with Reach and Rescue Ltd for the equipment detailed in this report.

Cllr Gittings left the meeting at this point.

479. PROGRESS REPORT ON ACHIEVING THE CHARTER FOR MEMBER DEVELOPMENT

Group Manager Nick Oxborough (GMPR) introduced the report, and summarised the progress made, and sought the views of Members on appendix 1- the draft Strategy, and appendix 2, the draft role descriptions and person specifications.

ACFO

Appendix 2 had been drawn up looking at other FAs and also UAs. GMPR stated that he would be happy to receive comments prior to bringing a final version to the Committee on 20 May 2013.

The Chairman thanked GMPR for his work and stated that as the Member Champion, Cllr Auty, was in the States, he would undertake to provide feedback prior to the next meeting.

GMPR

Resolved:

- a) That the Member Development Charter Strategy & Policy contained in Appendix 1 to this report as is required to support and guide Member development in accordance with the Member Development Charter self assessment be agreed, and
- b) That the draft Role Descriptions and Person Specifications for Royal Berkshire Fire Authority Members as set out in Appendix 2 be agreed subject to any amendments by the Chairman **prior to the next meeting** and in consultation with the Member Development Champion.

480. ROYAL BERKSHIRE PAY POLICY STATEMENT 2013-14

The DCS introduced the report and advised that the Statement updated the existing Statement, taking into account changes over the last 12 months.

In response to Member questions it was confirmed that

- green and grey book pay and conditions were national, but there were a small number of people under local pay, for which a paper would be brought;
- that a policy currently exists for the-engagement of a retiree as outlined in section 7.
- a position was not currently included for re-employment of consultants, but as requested, would be for next year.
- that there had not been anything received regarding the Government stopping pay progression in the budget.
- that the lowest figure included was used as a multiplier.
- Members asked that the policy statement be transparent to include where there was a net cost to the public sector and this should be incorporated for next year, and that the three local pay groups should be reviewed in the light of the current market. Members asked whether there were any national pay scales for those on locally paid scales, and the DCS advised not.

Members asked whether RBFERS was keeping people employing them as consultants, and the CFO advised that there were contractors.

Members suggested that in such cases moving from a temporary contract to a permanent staff member be looked at.

The Chairman moved the recommendations with an additional recommendation **“that Audit and Governance review the Pay Policy Statement prior to it being brought to an earlier Management Committee in January 2014”**.

DCS

Resolved:

- a) That the report be noted; and
- b) That the Pay Policy Statement be recommended to the Fire Authority for approval at its meeting on 27 March 2013; **and**

- b) **that Audit and Governance review the Pay Policy Statement prior to it being brought to an earlier Management Committee in January.**

481. OFFICERS' CAR REVIEW

The Chairman invited the FBU representative Ed Cardoso (FBU) to speak. He stated that the figures were based on 36 officers, but the scheme also applied to non-uniformed staff. It was confirmed that residual referred to the value when sold. FBU stated that they welcomed the report and asked that the Committee direct the Corporate Management Team (CMT) to include all schemes in the report.

The DCS advised that the Management Committee had made a decision regarding the PO scheme, that it be extended for 12 months by which time a review report be brought back and agreed.

The DCFO introduced the report, stating that it had last been reviewed in 2010, and that there were many different schemes, with different tax implications in each case. He advised that moving to the lowest cost option would save £37,300 per annum, and would require some capital funding during the transition, and that CMT wished to defer this until 2014/15.

Resolved

That the report be noted.

482. BUDGET MONITORING REPORT

The DR introduced the report, and advised that vacancies were being held to make the savings, and that UAs too were making the savings early on vacant posts. He advised that savings were being made on premises.

With regard to the unspent capital and delays on the purchase of Breathing Apparatus (BA), the DCFO advised of the ongoing problems with the 4G technology, and that an interim solution would require a recall, which would be a Government Treasury cost as the issue arose following the auction of 4G.

Resolved

That the forward plan be noted

483. BHQ UPDATE

The ACFO provided a verbal update, and advised that the tenders were opened in the presence of Cllr Helliard-Symons and Cllr Edwards, and that there had been a clear winner, which subject to no challenge by Tuesday 26 March, would provide a presentation to the extraordinary FA on Wednesday 28 March 2013.

484. UPDATE ON EMPLOYERS OFFER TO FBU ON RETAINED FIREFIGHTER PENSIONS

Members had requested a verbal update when available, and the CFO advised that it remained ongoing with considerations currently including what measures were appropriate to notify former employees.

485. FORWARD PLAN

Cllr Ross as Chairman of the Strategic Asset Management Committee (SAM C) confirmed that a forward plan for the year was being drafted for incorporation after the next SAM C meeting.

Resolved

That the forward plan be noted.

486. DATE OF NEXT MEETING

Monday 20 May 2013 at 6.30pm in the Strategic Command Centre, Headquarters, Royal Berkshire Fire and Rescue Service, Dee Road, Tilehurst, Reading, Berkshire, RG30 4FS

487. 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.

488. RESTRICTED PART II MINUTES OF THE MEETING HELD ON 28 JANUARY 2013

Resolved:

That the restricted Part II Minutes of the meeting held on 28 January 2013 be confirmed as a correct record and signed by the Chairman.

489. FLEET MAINTENANCE PROJECT

The DCFO updated the Committee on the latest position and advised that a full business case would be brought back to Members.

Resolved:

That the report be noted.

490. WINDSOR FIRE STATION

Cllr Bicknell declared a non pecuniary interest as a cabinet member at the Royal Borough of Windsor and Maidenhead.

The DCS updated Members on progress.

Resolved:

That the verbal update be noted.

491. WAIVER OF STANDING ORDERS – PROCUREMENT OF A FORCED ENTRY DOOR TRAINING RIG

The AMR introduced the report, and in answer to Member questions confirmed that it was flat pack and could be readily moved to new premises by unbolting. The recommendations to procure a Forced Entry Training Rig were agreed.

492. RETIREMENT AND RE-EMPLOYMENT OF STAFF

The item was introduced by the CFO, and following Member consideration the retirement and reemployment of a member of staff was agreed.

493. RESTRUCTURE OF PROCUREMENT AND FACILITIES DEPARTMENT

The item was introduced by the DR, and following Member consideration the recommendations in the report were agreed.

The meeting closed at 8.30pm