

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

**Held on Monday 19 October 2009**

**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 Colin Dudley (Vice-Chairman, Fire Authority)  
Councillor Paul Gittings (Member, Fire Authority)  
Councillor Mrs Pauline Helliar-Symons (Member, Fire Authority)  
Councillor Iain McCracken (Member, Fire Authority)  
Councillor Angus Ross (Member, Fire Authority)

**In Attendance:** Gene Ashe (Area Manager, Prevention and Protection)  
Olaf Baars (Deputy Chief Fire Officer)  
Iain Cox (Chief Fire Officer)  
Suzanne Hone (Personal Assistant, Executive Support)  
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

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

**34. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Jeff Brooks (Member, Fire Authority).

**35. DECLARATIONS OF INTEREST**

Councillor Angus Ross declared a personal 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 17 (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. There were no declarations of interest received from Officers.

**36. MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON  
23 SEPTEMBER 2009**

**Resolved:**

a) That the Minutes of the meeting of the Management Committee held on 23 September 2009 be Approved for signing by the Chairman.

**Action**

### **37. RECEIPT OF ANNOUNCEMENTS**

- a) The Chairman advised that he had recently met with the Chairman of the Fire Authority Forum, Brian Coleman, at their meeting on 16 October 2009, and had ensured that he was aware of The Royal Borough of Windsor and Maidenhead's Sustainable Communities Act 2007 application.

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

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

### **39. FIRELINK DEMONSTRATION**

The Committee received a presentation on FireLink by Lee Arslett (Communications Officer) (*copy available from Committee Manager*) and some sample equipment was demonstrated to Members.

### **40. 2010/11 BUDGET WORKING PARTY**

The Committee's approval was sought to appoint a Budget Working Party and to agree its Terms of Reference.

#### **Resolved:**

- a) That a Budget Working Party be appointed, its membership to comprise Councillor Dr Paul Bryant, Councillor Colin Dudley, Councillor Jeff Brooks, and Councillor Paul Gittings, subject to Councillor Jeff Brooks' confirmation of his acceptance as a Member of this Working Party.
- b) That the Budget Working Party's Terms of Reference be approved, as presented.
- c) That the date of first meeting be held on 2 December 2009 at 6.30pm in the Strategic Command Centre, Brigade Headquarters (*this meeting date replaces the previously published meeting date of 11 November 2009*).

### **41. COMMUNITY SAFETY TARGETED PROMOTIONS**

The Committee's approval was sought to award contracts for Community Safety targeted promotions for a period of six months in respect of Bus and Radio advertising.

Councillor Colin Dudley advised that Reading 107 coverage was not available in Bracknell.

In response to Councillor Mrs Pauline Helliard-Symons, the Area Manager (Prevention and Protection) advised that Radio Berkshire had been approached but that they did not do radio advertising.

#### **Resolved:**

- a) That Contract Standing Orders be waived in accordance with Contract Standing Order 24 (CSO 24) on the grounds that only one company in each case was considered suitable.
- b) That a six month contract be awarded in respect of Bus Advertising to CBS Outdoor.
- c) That six month contracts for radio advertising be awarded to Time 106.6 FM Radio Station covering east Berkshire and Reading 107 FM Radio Station covering west Berkshire.

#### **42. INSURANCE - CONSORTIUM AND FRAML (FIRE AND RESCUE AUTHORITIES MUTUAL LIMITED) UPDATE**

The Committee was advised of the latest developments with the Mutual Insurance Company and the Insurance Consortium, and approval was sought for the indemnity to Charles Taylor Consulting plc.

**Resolved:**

- a) That the Report be Noted.
- b) That the indemnity to Charles Taylor Consulting plc be Approved.

#### **43. COMPREHENSIVE AREA ASSESSMENT - DRAFT ORGANISATIONAL ASSESSMENT FEEDBACK**

The Committee received a summary of the Audit Commission feedback on the 2008/09 Organisational Assessment undertaken on the Royal Berkshire Fire and Rescue Service, and was advised of the Auditor's opinions in respect to the moderated draft Managing Performance report which was presented to Officers on the 14 October 2009.

The Management Committee wished to express their congratulations to the Royal Berkshire Fire and Rescue Service on the comments received from the Audit Commission, despite their disappointment at the scoring result apparent inconsistencies.

**Resolved:**

- a) That the report be Noted.
- b) Not to appeal the Audit Commission's results but to ensure that positive steps were made to improve the areas of concern.
- c) That a copy of the response letter to the Audit Commission should be circulated to all Royal Berkshire Fire and Rescue staff.

**CFO**

#### **44. 2009/10 BUDGET MONITORING REPORT**

The Committee was informed of the revenue and capital expenditure against budgets up to the end of September 2009.

The Deputy Chief Fire Officer advised that, unfortunately, the British Heart Foundation had decided against funding defibrillators for Berkshire, which would result in a cost to the Fire Authority of £44,000 if one unit was carried on all fire appliances. In addition, an approximate revenue commitment of £3,000 per annum for maintenance within the training cost being taken from current budget would be required.

Councillor Colin Dudley requested that Members be advised on the amount of times defibrillators had been used previously by operational personnel.

Councillor Angus Ross moved that funding for the identified costs of carrying one defibrillator on each fire appliance be approved, and this was seconded by Councillor Mrs Pauline Helliard-Symons and **unanimously agreed**.

At the invitation of the Chairman, the Fire Brigades Union representative addressed the Committee by fully welcoming the carrying of defibrillators on all appliances on the understanding that they were not to be used for co-responding.

The Assistant Chief Fire Officer advised that it had been identified by the Health and Safety Department that urgent work was required to remove asbestos from

**DCFO/  
AM  
(Response)**

some of the Brigade's premises which would entail a cost of approx £25k. The Chief Fire Officer explained that it had not been possible to provide a report in time for this meeting but that a report would be presented at the next meeting.

**Resolved:**

- a) That the report be Noted.
- b) That one defibrillator be supplied on each fire appliance, and that the identified costs be met from within budget.
- c) That the required urgent work to remove the identified asbestos should commence as soon as possible.

**45. RETAINED DUTY SYSTEM PROJECT UPDATE**

The Committee received an overview of the Retained Duty System (RDS) Project and associated time frames.

Councillor Iain McCracken requested that an extra column be added to Appendix A with the heading "revised timeframe".

**ACFO**

**Resolved:**

- a) That the report be Noted.

**46. OFSTED INSPECTION OF LEARNING AND DEVELOPMENT**

The Committee was advised of the outcome of an audit by Ofsted of the Royal Berkshire Fire and Rescue Service Learning and Development activities that receive "Train to Gain" funding from the Learning and Skills Council (LSC), which had showed that the Service was outstanding.

**Resolved:**

- a) That the report be Noted and that the Committee's congratulations be passed to all involved in the inspection.

**DHR**

**47. CREWING LEVEL MONITORING**

The Committee was advised of the crewing levels for Wholetime appliances, based on full shifts for the first quarter of the 2009/10 financial year (from 1 April 2009 - 30 June 2009).

**Resolved:**

- a) That the report be Noted.

**48. HUMAN RESOURCES MONITORING REPORT - RETIREMENTS, ACCIDENTS, SICKNESS, EQUALITY AND DIVERSITY AND RETENTION**

The Committee was advised of staff retention, medical retirements, workplace accidents and sickness absences, and Equality and Diversity statistics during the period April 2009 to September 2009 at the Royal Berkshire Fire and Rescue Service.

The Director of Human Resources advised of an amendment to the presented report at Appendix One (Operational Retirements, 2009 Apr-Sept column - Wholetime Medical Retirements) - this should now read "1" and not "0".

The Director of Human Resources reported that there had been no loss of staff in Control and that four female firefighters had been recruited in the last six months.

**Resolved:**

- a) That the report be Noted

**49. SOUTH EAST FIRE AND RESCUE SERVICE CONTROL CENTRE LTD (SEFRCCL)**

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 (SEFRCCL), provided an update from the meeting of the South East Fire and Rescue Control Centre Limited held on 9 October 2009 (*a copy of his report is available from the Committee Manager*).

**50. FORWARD PLAN**

**Resolved:**

- a) That the Forward Plan be Noted.

**51. DATE OF NEXT MEETING**

Monday 25 January 2010 at 6.30pm in the Strategic Command Centre, Headquarters, Royal Berkshire Fire and Rescue Service.

**52. 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 5 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.

**53. EMPLOYMENT TRIBUNAL UPDATE**

The Committee was advised that a former firefighter had submitted a claim of constructive unfair dismissal against the Fire Authority.

**Resolved:**

- a) That the report be Noted.

**54. SUSTAINABLE COMMUNITIES ACT 2007 APPLICATION**

The Clerk and Monitoring Officer Committee provided a verbal update on the current position with regard to the Application under the Sustainable Communities Act 2007 by The Royal Borough of Windsor and Maidenhead (RBWM).

The Committee noted the current position and asked to be kept updated.