

Approved - 23.09.09

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

Held on Monday 27 July 2009

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



**Those present:** Councillor Jeff Brooks (Member, Fire Authority)  
Councillor Dr Paul Bryant (Chairman, Fire Authority) (*Chairman*)  
Councillor Colin Dudley (Vice-Chairman, Fire Authority)  
Councillor Paul Gittings (Member, Fire Authority)  
Councillor Angus Ross (Member, Fire Authority)

**In Attendance:** Olaf Baars (Deputy Chief Fire Officer)  
Iain Cox (Chief Fire Officer)  
Caroline Redzikowska (Clerk and Monitoring Officer)  
Paul Southern (Assistant Chief Fire Officer)  
Andrew Vallance (Authority Treasurer)  
David Wallace (Director of Human Resources)

**Observers:** Gene Ashe (Area Manager, Prevention and Protection)  
Chris Glenn (Unison)  
Andy Mancey (Area Manager, Response)  
Nicholas Oxborough (Group Manager, Performance Review)  
David Phillips (Group Manager, Strategic)  
Mark Stollery (Fire Brigades Union)  
Maurice Whyte (Fire Brigades Union)

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

### 5. APOLOGIES FOR ABSENCE

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

### 6. DECLARATIONS OF INTEREST

There were no declarations of interest from Councillors and Officers relating to items to be considered at the meeting, in accordance with the provisions of the Fire Authority's Local Code of Conduct.

### 7. MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 24 JUNE 2009

#### Resolved:

- a) That the Minutes of the meeting of the Executive Committee held on 24 June 2009 be Approved for signing by the Chairman.

The Chief Fire Officer reported that, as Slough Borough Council had recently confirmed their final Labour Member appointment to the Fire Authority, he would now write to Councillor Jagjit Grewal (former Fire Authority Member) to convey both his thanks, as a retiring Member, and congratulations on his recent appointment as Deputy Mayor of Slough Borough Council.

Action

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## 8. MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 24 JUNE 2009

### Resolved:

- a) That the Minutes of the meeting held on 24 June 2009 be Approved for signing by the Chairman.

## 9. RECEIPT OF ANNOUNCEMENTS

- a) The Chairman reported that the High Sheriff of Berkshire would be visiting the Royal Berkshire Fire and Rescue Service's Headquarters and the Training Centre on 30 July 2009.
- b) The Chairman, in his capacity as the Fire Authority's appointed representative on the Local Government Association Fire Forum and Regional Management Board, referred to his recently circulated briefing reports to Members.
- c) The Chairman advised of the Young Firefighters tournament which took place on 19 July 2009.
- d) The Chairman reported that he had received a letter from Mike Rayburn, Convenor of the Grampian Joint Board to the Scottish Transport Minister, requesting that the Fire Authority voice concerns similar to those expressed in the letter to the Transport Minister regarding perceived irresponsible television programming. The Committee, whilst noting and sharing those concerns, did not however feel it was appropriate to write in a similar vein and **Agreed** that no action should be taken.
- e) The Chairman advised that a letter had been received from Shahid Malik (Fire Minister) advising of the further delay to the FiReControl project.
- f) The Chairman reported that he had received an invitation to attend Bracknell Forest Borough Council's Overview and Scrutiny Committee and that he had agreed to attend.

## 10. INTEGRATED RISK MANAGEMENT PLAN - DRAFT PLAN

The Committee's approval was sought to the draft Integrated Risk Management Plan (IRMP), and consideration was given to what Committees the draft Plan should be submitted for further consideration, prior to its final submission to the Fire Authority in September 2009.

The Assistant Chief Fire Officer referred Members to the other key themes for inclusion in the future Plan, as identified by Officers, in addition to the ongoing significant projects, and to the proposed reporting schedule for the draft Plan (Integrated Risk Management Plan Working Party on 10 September 2009 to the Fire Authority on 23 September 2009). Councillor Jeff Brooks was concerned regarding this reporting schedule as he felt that the Management Committee should consider the draft Plan further prior to its presentation to the Fire Authority in September 2009.

Concern was also expressed at the inclusion of the reference to the proposed Royal Borough of Windsor and Maidenhead's Sustainable Communities Act (SCA) Application as it was felt that the reference was too early in the overall process of the Application. It was suggested that reference to the Application should be put on the Risk Register but that **no reference should be made in the IRMP.**

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The following initial minor amendments to the presented draft Plan were **Agreed**:

- Delete reference to "RBFRS" on Page 28 (end of first sentence under paragraph entitled 'Serving a Diverse Community').
- That acronyms be replaced or explained.

**Resolved:**

- a) That reference to The Royal Borough of Windsor and Maidenhead's proposed SCA Application be removed from the draft IRMP.
- b) That a meeting of the Management Committee be convened on 23 September 2009, prior to the Fire Authority meeting, to consider, only, the final draft IRMP long term Plan.

**11. RETAINED DUTY SYSTEM AVAILABILITY CHALLENGES**

The Committee was advised of the current and foreseeable challenges facing the Retained Duty System staff in the Brigade, confirming details of work already undertaken and proposed by Officers. The Assistant Chief Fire Officer took the Committee through the presented report, and he referred to the regional and national issues and to the work of the Regional Team.

The Committee considered the methods and difficulties being experienced in the recruitment of Retained Duty System personnel. The Assistant Chief Fire Officer advised that, following a successful recruitment process, the post Retained Duty System Project Manager had recently been appointed to on a job-share basis.

**Resolved:**

- a) That the report be Noted.
- b) That an update report be provided to the meeting on 19 October 2009.

**12. SERVICE AND MAINTENANCE AGREEMENT FOR BREATHING APPARATUS SETS**

The Committee's approval was sought for the award of a contract under a single tender action to the identified contractor to undertake the servicing and maintenance of the Brigade's Breathing Apparatus (BA) Sets for 2009/10 (commencing 16 August 2009), with an annual renewal of the maintenance contract with the same Company until the sets are replaced, currently due in 2011.

**Resolved:**

- a) That CSO 21 be waived.
- b) That Contract Standing Order (CSO) 24 be applied for the following reasons:
  - i) Only one company is considered suitable.
  - ii) The contract can only be undertaken by one contractor.
- c) That Scott Health and Safety be awarded the Contract.

**13. FIRE AND RESCUE AUTHORITIES MUTUAL LIMITED - ANNUAL REPORT**

The Committee was advised of the latest developments with the Mutual Insurance Company. The Authority Treasurer referred to the Communities and Local Government's (CLG) 'Strengthening Local Democracy' Consultation which sets out a range of proposals to promote democratic renewal and strengthening of

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power and responsibility of Local Government. The Committee was advised that Stewart Jackson (Shadow Fire Services Minister) would be meeting with Thames Valley Chief Fire Officers and Chairmen on 3 August 2009.

**Resolved:**

- a) That the latest developments with Fire and Rescue Authorities Mutual Limited (FRAML) be Noted.

**14. CREWING LEVEL MONITORING**

The Committee was advised of the crewing levels for Wholetime appliances for the period 1 January 2009 to 31 March 2009.

**Resolved:**

- a) That the report be Noted.

**15. 2009/10 BUDGET MONITORING**

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

The Authority Treasurer reported that the Firefighters' pay award for 2009 had recently been announced (1.25%) and that, as 2% had been allocated in the budget, this would realise a saving of approximately £100k.

**Resolved:**

- a) That the Budget Monitoring report be Noted.

**16. SOUTH EAST FIRE AND RESCUE SERVICE CONTROL CENTRE LTD (SEFRCCCL)**

The Committee received a report from the Fire Authority's SEFRCCCL Board Representative, Councillor Angus Ross, from the Board meeting held on 10 July 2009.

Councillor Angus Ross reported that a further delay to the Regional Control Centre project was expected in the region of 9 months, and the Deputy Chief Fire Officer outlined the main causes of this delay. Councillor Angus Ross also reported that he had been deputed by SEFRCCCL to write again to CLG concerning the continuing delays in finalising the installations in the new Control building over a year after practical completion, for example lifts, items identified in the disabled access review, installation of the main display screen etc.

**Resolved:**

- a) That the report be Noted.

**17. FORWARD PLAN**

**Resolved:**

- a) That the Forward Plan be Noted.

**18. DATE OF NEXT MEETING**

Monday 19 October 2009 at 6.30pm (Strategic Command Centre, Headquarters, Royal Berkshire Fire and Rescue Service).

**19. EXCLUSION OF THE PUBLIC**

**Resolved:**

- a) That under Section 100(A)(4) of the Local Government Act 1972 (as

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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 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.

**Note - the full Part II Minutes are contained at pages 7-9 inclusive.**

**20. PART II MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 24 JUNE 2009**

**Resolved:**

- a) That the Part II Minutes of the meeting of the Executive Committee held on 24 June 2009 be Approved for signing by the Chairman.

**21. SUSTAINABLE COMMUNITIES ACT 2007**

The Committee was advised on the current position with regard to the proposed Application under the Sustainable Communities Act 2007 (SCA) by The Royal Borough of Windsor and Maidenhead.

**Resolved:**

- a) That the contents of the report be Noted.
- b) That the actions already taken by the Clerk and Monitoring Officer and Chief Fire Officer under delegated powers to protect the Fire Authority's position be Noted and Approved.
- c) That the Clerk and Monitoring Officer and the Chief Fire Officer be authorised to take such action as maybe necessary to protect the position of the Fire Authority in consultation with the Chairman.
- d) That in accordance with Contract Standing Order 24, Standing Orders be waived with regard to the appointments of agreed legal advisers on the grounds of urgency and expedience.
- e) That the Fire Authority's next course of action be recommended to the Fire Authority.

**22. CHIEF FIRE OFFICER APPRAISAL AND SALARY REVIEW - 2009**

**Resolved:**

That the presented implementation of the 2009 annual salary review for the Chief Fire Officer, with effect from 1 April 2009, following performance appraisal by the Chairman and Vice-Chairman of the Fire Authority be Approved.