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AGENDA ITEM 2: MINUTES

MINUTES OF A MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY'S PERSONNEL COMMITTEE HELD AT BRIGADE HEADQUARTERS ON MONDAY 12 MARCH 2001 COMMENCING AT 6.40PM AND CONCLUDED AT 7.20PM

Present: B J S Patman (Chairman), T D McCann (Vice-Chairman)
O E Jeffery, D Wilson (Substitute for Mrs C Bateson)

Apologies: Mrs C Bateson, Ms K Peak

2.01/01 MINUTES: JANUARY 2001

The Part I Minutes of the last meeting held on Monday 8 January 2001, having been previously circulated, were taken as read and signed by the Chairman as a correct record.

2.02/01 HEALTH AND SAFETY RESPONSIBILITIES OF DIRECTORS - CONSULTATIVE DOCUMENT 167

The Committee was informed (Agenda item 3 - not reproduced) of the Health and Safety Commission's Consultative Document for health and safety responsibilities of Directors, together with its impact on the Brigade.

In June 2000, the Health and Safety Commission and the Government launched the "Revitalising Health and Safety" Strategy Statement which included a commitment by the Commission to develop a code of practice on Directors' responsibilities for health and safety, in conjunction with stakeholders. Although the guidance is not compulsory and Local Authorities are free to take alternative action, it is recognised that following the guidance will normally be sufficient to comply with the law.

In noting the content of the report and its implications in respect of the Brigade, Members were advised that it would be necessary to assign Health and Safety "Director" responsibilities and this could either be an elected Member, such as the Chairman of the Personnel Committee, or an Officer if Members so determined.

It was suggested that Health and Safety "Director" responsibilities needs to be reflected at both Member and Officer level in the Authority. In addition it is suggested that a Health and Safety Annual report is produced and although such a report is not produced by the Brigade at the moment it would be fairly easy to produce such a document annually.

Taking into account the Brigade's current health and safety management system, the issues referred to in the report are in the main already being or have been addressed.

The contents of the Consultative Document will be given further consideration over the coming months and reports presented to future Personnel Committee meetings.

NOTED

2.03/01 DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Personnel Committee be arranged for Monday 9 April 2001 in the Strategic Command Centre commencing at 6.00pm.

2.04/01 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 items of business 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:

	Agenda Item	Paragraph
5	Part II Minutes: Monday 8 January 2001	1, 7 & 8
6	Rent and Rent Allowances: Wokingham Fire Station	1
7	Transfer of Fire-Fighter JR: Implementation of Authority's Bonding Policy	1
8	Review of Local Pay Ranges	1
9	Chief Fire Officer's Commencing Salary	1

(Note: The following is a summary of the items considered in the Part II Agenda of the Fire Authority's Personnel Committee meeting held on Monday 12 March 2001)

2.05/01 PART II MINUTES 8 JANUARY 2001

The Part II Minutes were received and approved as a correct record.

2.06/01 RENT AND RENT ALLOWANCES: WOKINGHAM FIRE STATION

The Personnel Committee approved the introduction of a mechanism for the automatic

increase on 1 April each year of the rent paid by Wholetime Fire-Fighters occupying Authority housing in Wokingham, and of the rent allowance paid by the Authority to Wholetime Fire-Fighters serving at Wokingham who provide their own accommodation.

2.07/01 TRANSFER OF FIRE-FIGHTER JR: IMPLEMENTATION OF AUTHORITY BONDING POLICY

The Committee determined the implementation of the Authority's Bonding Policy in respect of a Fire-Fighter who had made an early transfer to another Authority.

2.09/01 REVIEW OF LOCAL PAY RANGES

This report was not presented as the information required had not been received. It would therefore be submitted to the next meeting of the Personnel Committee.

(Note: The Chief Fire Officer, together with the Deputy Chief Fire Officer and the Strategic Staff Officer withdrew from the meeting prior to the consideration of the next Agenda item)

2.10/01 CHIEF FIRE OFFICER'S COMMENCING SALARY

The Committee determined Mr M Clement-Green's commencing salary following his recent appointment as Chief Fire Officer.

Signed: 
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Chairman

Date: 9 April 2001

