

# SIGNED COPY

## AGENDA ITEM 4 MINUTES

**MINUTES OF A MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY'S PERSONNEL COMMITTEE HELD AT BRIGADE HEADQUARTERS ON WEDNESDAY 24 JULY 2002 COMMENCING AT 6.30PM AND CONCLUDED AT 7.20PM**

**Present: Owen E Jeffery, C Maskell, B J S Patman**

**Apologies: D Morgan**

### **2.01/02 ELECTION OF CHAIRMAN 2002/2003**

**RESOLVED: That Councillor B J S Patman be elected Chairman of the Fire Authority's Personnel Committee for the ensuing year.**

### **2.02/02 ELECTION OF VICE-CHAIRMAN 2002/2003**

It was **Agreed** that the election of a Vice-Chairman of the Committee would be deferred until the next meeting.

### **2.03/02 PART I MINUTES: 19 FEBRUARY 2002**

The Part I Minutes of the last meeting held on Tuesday 19 February 2002, having been previously circulated, were taken as read and signed by the Chairman as a correct record

### **2.04/02 DEFERRAL OF PART I AGENDA ITEMS**

As the meeting did not start until 6.30pm and the Chairman's attendance was required at another meeting he sought Members agreement to the deferral of the remaining Part I Agenda items until a future meeting of the Committee or referred to the Fire Authority meeting in September at the discretion of the Chief Fire Officer.

**RESOLVED: That consideration of the following Part I Agenda items be deferred until a future meeting of the Personnel Committee or referred to the Fire Authority meeting in September 2002 at the discretion of the Chief Fire Officer:**

<b>Agenda item 5:</b>	<b>Management Review of Personnel Services</b>
<b>Agenda item 6:</b>	<b>Recruitment and Retention Incentives</b>
<b>Agenda item 7:</b>	<b>Working Life Survey</b>



**2.05/02 DATE OF NEXT MEETING**

Members concurred with a suggestion by the Chairman and **Agreed** not to arrange a date for a further meeting of the Committee.

**2.06/02 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:

	<b>Agenda item</b>	<b>Paragraph</b>
10	Part II Minutes: Tuesday 19 February 2002	1
11	Chief Fire Officers Appraisal	1
12	Annual Review of Local Pay Ranges	1
13	Complaint by Miss K Redman	1

*(Note: The following is a summary of the items considered in the Part II Agenda of the Fire Authority's Personnel Committee held on Wednesday 24 July 2002)*

**2.07/02 PART II MINUTES: TUESDAY 19 FEBRUARY 2002**

The Part II Minutes of the last meeting held on Tuesday 19 February 2002 were received and approved as a correct record.

**2.08/02 ANNUAL REVIEW OF LOCAL PAY RANGES**

The Committee approved the revised pay ranges for Senior Managers, Finance and Information Services local pay groups to take effect from 1 April 2002.

*(Prior to the Committee's consideration of the next item the Chief Fire Officer withdrew from the meeting)*

**2.09/02 CHIEF FIRE OFFICERS APPRAISAL**

The Committee determined the Chief Fire Officers salary review following an appraisal carried out by the Chairman and Vice-Chairman of the Fire Authority in early June.

*(The Chief Fire Officer returned to the meeting and was advised of the Committee's decision by the Chairman)*



*(Prior to the Committee's consideration of the next item all Officers, with the exception of the Deputy Clerk and Committee Administrator, withdrew from the meeting)*

**2.10/02            COMPLAINT BY MISS K REDMAN**

The Committee was advised of the current situation regarding the investigation into the complaint by Miss K Redman.

Signed:  .....  
Chairman

**Date: 20 February 2003**

